



Job Title: SAF Bookkeeper
Department: School Activity Funds
Reports To: School Activity Funds Supervisor
Grade: CA-13
Number of Days: 12 Months
Security Access: ESC
Current Date: April 14, 2016
Overtime Status: Non-Exempt

Position Summary: Maintain bookkeeping of activity fund revenues and expenditures for multiple independent sets of books ensuring activities are permissible according to district policies and state law.

Minimum Qualifications:

- HS Graduate or GED.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Review receipts, deposits, and purchase orders for accuracy on the Student Activity Munis Module for several locations
- Monthly bank reconciliation for several school accounts
- Verify all expenditures follow SAF Handbook policies and Board policies, insure proper quotes and bids have been done and issue daily and monthly reports
- Provide assistance to school treasurers on a daily basis
- Post deposits, adjusting entries, transfers, and disbursements on the Student Activity Munis Module for all locations
- Process invoices and checks for payments to vendors

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- PC word processing
- Aptitude for numbers
- Interpersonal skills
- 10 key
- e-mail
- Type minimum of 45 words per minute.

Supervisory Responsibility: None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office Environment

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