

JOB DESCRIPTION

FINANCIAL SERVICES BOOKKEEPER

Class Code: 8161

TITLE: Financial Services Bookkeeper
Grade 16

REPORTS TO: Director Financial Services

SUPERVISES: N/A

JOB FUNCTION: Provide assistance to the Associate Director of Accounting and the Department of Financial Services in providing administrative oversight of Purchase Order processing and to perform complex and advanced accounting activities to ensure compliance issues with State and Federal rules and regulations.

DUTIES AND RESPONSIBILITIES:

- Receipt, post and deposit all checks received by the Financial Services Department; ensuring that amount are verified with the invoice or other paperwork for accuracy.
- Verify incoming wire receipts for accuracy; entering information into appropriate MUNIS accounts. Wire all Property and Occupational License Tax monies to the appropriate locations; verifying correct amounts are receipted.
- Track Utility Tax receipts; maintain Special Activity Fund transportation accounts; maintain Building Usage reports verifying amounts and mailing invoices and posting receipts to appropriate accounts; maintain substitute salary reimbursement invoices and receipts; maintain postal invoices; daily verification of bank statements.
- Maintain purchase order printing process; review each purchase order and verify appropriate vendor codes and appropriate use of object codes, bid, determination, and contract numbers to ensure compliance with the Boards accounting and purchasing policies and procedures.
- Perform complex and advanced-level clerical accounting duties in support of the Department of Financial Services and District programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.

DUTIES AND RESPONSIBILITIES (CONT.):

- Respond to questions or complaints from vendors or District administrators

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regarding issues related to payments, balances, charges, inventories and other information; answer phones.

- Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts.
- Receive, sort and distribute warrants according to established procedures and guidelines; prepare and issue warrants as needed.
- Prepare and maintain a variety of files, records, documents and lists relating to assigned area; prepare special reports as assigned.
- Communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues.
- Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds.
- Oversee operation of the mailroom; establish procedures for the operation of the mailroom to include the establishment and maintenance of postal accounts.
- Prepare and mail print ship invoices.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Generally accepted budgeting, accounting and auditing principles, computerized accounting reports, standards and procedures.
- Accounting and fiscal systems, policies, procedures and practices.
- Advanced clerical accounting principles and techniques involved in financial record
- -keeping, monitoring and control.
- District accounting and fiscal operations.

KNOWLEDGE AND ABILITIES (CONT.):

- Preparation, maintenance, verification and processing of records.

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- Estimating, projecting and extending financial and statistical data.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operation of computer terminal and other office equipment.
- Basic math.

ABILITY TO:

- Perform technical accounting work involved in the audit of financial and statistical records.
- Analyze and resolve problems and draw accurate conclusions.
- Perform complex and advanced-level accounting duties in the maintenance of assigned accounts.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements and other technical financial reporting documents.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to assigned school district function.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.

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- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and five years of increasingly responsible financial record-keeping experience including experience with automated record-keeping systems.

LICENSES AND OTHER REQUIREMENTS:

Original Date: 01/2004

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: _____