

**ST. JAMES R-I SCHOOL DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**Title:** Bookkeeper

*Updated: 12/02/16*

**F.L.S.A.** Non-Exempt

**Qualifications:**

1. High school diploma
2. Degree in business administration or accounting preferred
3. Experience and training in bookkeeping and accounting
4. Experience working in a professional office setting
5. Strong computer skills
6. Use a calculator and be highly accurate with numbers
7. Self-starter and able to work independently

**Reports To:** Superintendent

**Job Goal:**

The Bookkeeper assists the superintendent substantially and effectively in the task of providing financial leadership and order to develop, achieve, and maintain the best possible educational programs and services for the students of the district.

**Performance Objectives:**

1. Assists the superintendent in directing the administration and coordination of the district's finances
2. Assists the superintendent in preparing, maintaining and administering the budget
3. Completes appropriate state and federal forms and surveys
4. Treasurer of the St. James Board of Education
5. Oversee preparation for the district's independent audit each fiscal year
6. Maintain recordkeeping for the St. James School District Foundation
7. Maintain records on school district's investments
8. Assist the superintendent in maintaining Great Circle financials
9. Prepare the Annual Secretary of the Board Report
10. Destroy files eligible for destruction according to the district retention schedule
11. Assist other central office staff with issues which may arise
12. Assist with preparation of Deposit Summaries for revenues received in the central office
13. Nightly backup of accounting system and updates as needed
14. Approve purchase orders and/or invoices in the absence of the Superintendent and/or Assistant Superintendent
15. Comply with federal, state, local, and Board of Education policies and regulations
16. Perform other duties as assigned by the Superintendent or the Assistant Superintendent

**Terms of Employment:**

Employment is on an annual basis. This is an at-will position. The superintendent makes employment recommendations in April of each year for the next fiscal year. The final decision is made by the Board of Education. Salary is based on the Classified Salary Schedule adopted annually by the Board of Education.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Staff (P 4620).