

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: School Bookkeeper

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Classified Clerical
LOCATION: Plymouth Community School Corp.
REPORTS TO: School Principal
LENGTH OF WORK: 8 hours / day with ½ hour for lunch 210 days / year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Receive all funds for extra-curricular accounts at the high school. This also includes receipting all P.E. uniforms purchased, banking all adult and summer classes and all shop cards which are sold.
2. Receive all funds for textbook rental and lunch program. This includes sending letters to the people who owe for textbooks and then reporting to the principal and Administration Office when they get ready for Small Claims Court. Regarding the lunch program, send notices to other schools, Administration Office and the parents who qualify for free or reduced lunch and free textbook rental.
3. Keep accurate records as prescribed by the State Board of Accounts.
4. Prepare vouchers for payment of all accounts included in 1 and 2 above; then draft checks for the same.
5. Keep records for lost books and unpaid items for textbook, library, extra-curricular accounts.
6. Help students with change for pencils, paper, etc.
7. Prepare an annual financial report as prescribed by the State Board of Accounts.
8. Prepare a monthly financial report for the principal and give each sponsor a fund account print out.
9. Collect fees for building facilities.
10. Prepare and deposit receipts for the day. This includes any other banking necessary for the high school.
11. Prepare cash boxes for extra-curricular activities.
12. Send cards and/or flowers to employees or families of the high school.
13. Prepare daily lunch drawers and balance daily lunch receipts. Prepare monthly lunch reports.
14. Prepare the payroll sheet for school employees who help in the Athletic Department. A check is then sent to the Administration Office every pay period.
15. Enter to MSE fees for annual textbook rental fees set by the administration.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees, students or parents.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids that may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, duplicating machine, copy machine, calculator, sorting machines, tools, charts, forms, ledgers, schedules, text books. Employee must maintain a positive relationship with other staff, parents, and students.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

210 days per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty (30) days and then on an annual basis.

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