



Job Title: Accounting Specialist - Bookkeeper

Exemption Status/Test: Non-Exempt

Reports to: Accountant – Proprietary Funds

Date Revised: June 26, 2017

Dept. /School: Finance

Primary Purpose:

Under general supervision, perform bookkeeping and maintain district financial records related to the Curtis Culwell Center.

Qualifications:

Education/Certification:

High school diploma or GED

Experience:

One (1) year experience or college course work in accounting-related subjects

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of Curtis Culwell Center financial transactions and other assigned accounts.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers.
3. Examine general ledger and subsidiary ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
4. Compute and record cash receipt entries.
5. Process purchase orders, check requests, expense reports, warehouse requisitions and other documents as required.
6. Compile, maintain, and file all reports, records, and other documents as required.
7. Maintain timesheets for District personnel at the Curtis Culwell Center.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.