

Bookkeeper
Lee A. Tolbert Academy
3400 Paseo
KCMO 64109

JOB GOAL: Performs a variety of general bookkeeping, record keeping, accounting functions, administrative and office clerical duties; and computes, classifies, and records numerical data to keep sets of financial records complete. Works with superintendent, BOE finance team, and principal to ensure alignment and checks and balances

ESSENTIAL FUNCTIONS:

- Keeps an accurate record of all receipts and disbursements;
- Keeps accurate records and receipts for the funds allotted to the school for the purchase of supplies, equipment, etc.;
- Maintains a complete bookkeeping system for the school and all extra-curricular activities/sporting events;
- Maintains files for all purchases that required quotes;
- Assists with keeping administration/ staff advised of balances and deadlines for all orders and expenditures;
- Keeps separate records for funds allocated to each department/account and records purchases made against each account;
- Writes checks for payment of bills;
- Utilizes word processing equipment to prepare general correspondences, memorandums, reports, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction; • Records, codes, and files all purchase orders;
- Prepares and routes purchase orders and vendors invoices for school staff;
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures;
- Collects and prepares expenditure data at the end of each month for records and reports;
- Maintains records and generates appropriate reports;
- Accumulates all bills, making copies of the same for reimbursement from the appropriate agency;
- Keeps accurate records and writes checks for supply accounts;
- Keeps records of students lost textbooks and amounts owed to the school in collaboration with the principal;
- Makes arithmetical calculations; requisitions supplies and materials for office and office copy equipment;

- Maintains financial transactions of office funds;
- Maintains filing system as required by supervisor;
- Ensures food service invoices, state reports, count sheets are organized and
- Attends in-service training to improve skills and knowledge of job expertise;
- Reconciles monthly bank statements;
- Complies with and supports school and division regulations and policies;
- Prepares requisitions for funds as required by the School Board;
- Models non-discriminatory practices in all activities;

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office processes and procedures, clerical and secretarial experience.

EVALUATION: Performance on this job will be evaluated in accordance with school board policy and administrative procedures

TERMS OF EMPLOYMENT: 12 Months

SALARY: Based on Lee A. Tolbert Academy Salary Schedule

FLSA STATUS: Exempt

REPORT TO: Superintendent