

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – CLASSIFIED**

POSITION: BOOKKEEPER II

RANGE: 19

A. PRIMARY FUNCTION

Under general supervision, to maintain and report District accounting records; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Reconcile cash in County account
2. Monitor daily food service deposits and month end cash account balances
3. Prepare/post journal entries as required
4. Prepare/post District fund transfers as required
5. Prepare/post budget adjustments and transfers as required
6. Maintain monthly transportation recap
7. Submit annual fuel usage report
8. Track entitlements, revenue, and expenditures of categorical programs
9. Attendance tracking and reporting
10. Reconcile monthly benefits payments
11. Maintain donation funds backup
12. Monitor accounts payable and accounts receivable general ledger activity
13. Assist with calculation of retro pay
14. Enter revenue and general ledger entries in to District tracking software
15. Type forms, lists, correspondence, reports, etc.
16. Gather, assemble, and tabulate financial and statistical data
17. Process documents pertaining to financial transactions
18. Set up, maintain, and produce reports as needed for various district-wide databases
19. Assist district staff in working with district-wide data bases as needed

C. QUALIFICATIONS

1. Knowledge of:
 - a. Bookkeeping and accounting principles
 - b. Methods, practices and terminology used in school financial and statistical work
 - c. Modern office methods, practices, procedures, and office equipment usage, including but not limited to various accounting and database computer applications

2. Ability to:
 - a. Type/keyboard at a rate of at least 45 words per minute from clear copy containing numerical and tabular data
 - b. Operate modern office equipment as required to perform job efficiently and effectively in a safe manner
 - c. Follow oral and written instructions
 - d. Complete assigned work without immediate supervision
 - e. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work
 - f. Use a computer to perform clerical and bookkeeping tasks and to maintain accurate statistical and financial records
 - g. Use correct English-usage, spelling, grammar and punctuation
 - h. Post data and make mathematical calculations with speed and accuracy
 - i. Prepare clear and concise specifications and reports
 - j. Learn and interpret laws, rules, and regulations affecting District operations

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
4. Ability to operate computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

REVISED: 01/01/95
08/14/13