

Hobbs Municipal Schools Job Description

Position: High School Bookkeeper

Supervisor: Principal

General Job Description: To maintain accurate financial records and files, and to maintain a smooth, efficient, and task oriented office staff, so as to enhance and support a healthy learning atmosphere for the students.

Qualifications:

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
6. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Engage in self-development.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain confidentiality.
10. Demonstrate ability to multitask.
11. Complete and forward telephone messages.
12. Provide assistance to parents and students as necessary.
13. Assimilate supply requests and dispenses school supplies. Complete appropriate forms and files. Calculate, assess and receive fines.
14. Perform bookkeeping functions for the school. Disburse funds, record financial transactions, and audit and balance student organization and other school fund accounts.
15. Compose or transcribe from rough draft, correspondence and other material.
16. Monitor access to student folders.
17. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
18. Process bus transportation requests.
19. Process and complete requisitions and purchase orders. This includes processing requisitions and purchase orders, receiving purchase orders and forwarding all invoices to accounts payable.
20. Order, input requisitions and receive supplies ordered. Return materials that are unsatisfactory. Issue inventory numbers.
21. Reconcile operation/supply and activity accounts.
22. Accept count and deposits funds for school activities.
23. Prepare, collect and deposits funds for school activities.
24. Disburse funds, record financial transactions, and audit and balances school fund accounts.
25. Prepare, collect and deposit fines and reimbursements.
26. Distribute school and prom pictures.
27. Distribute staff and student ID's.
28. Distribute student parking stickers and keep records of assigned stickers.

29. Generate Senior Bash list.
30. Collect summer school enrollment forms and collect summer school and night school fees.
31. Maintain student free and reduced lunch list.
32. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.