



BOOKKEEPER SPECIALIST

Job Overview

The job the bookkeeping specialist was established for the purpose/s of giving assistance to the individual school bookkeepers and guidance to school principals at all levels to ensure that schools are following fiscal policy as directed by the board and as required by the state. This position will have periodic training sessions of bookkeepers, school support personnel and PTO presidents.

This job reports to the Assistant Superintendent of Finance.

Job Functions

- Assists district bookkeepers with the use of account software both activity and county systems (software programs) for the purpose of ensuring compliance with State, County, and District guidelines.
- Assists accounts payable with invoice payments related to schools' purchases from site based funds.
- Responsible for the compilation of information from all schools for 1099 purposes and prepares and distributes all 1099's after year end.
- Responsible for the accounting for field trip invoicing and summarizing bus driver payroll related thereto to ensure that it is recorded in correct payroll for overtime calculation purposes.
- Holds training sessions for both bookkeepers and principals (if necessary) about all areas of their associated duties.
- Substitutes for long term absences/vacancies for bookkeeping personnel in the district.
- Knowledgeable of bookkeeping, receipting, and check writing procedures and able to perform these duties in the absence of school personnel.
- Training of school support organization personnel and assists with guidance.
- Manually close each school accounting records in the software and assists/contract person for IPA auditor conducting internal school audit with report preparation. Coordination of audit schedule for IPA audits of the schools.
- Updating all forms/team group information that bookkeepers use in Insite. (Payroll, fundraising, etc.)
- Provides guidance for use of site based and or activity funds throughout the year.
- Responsible for preparation of end of year obligations of all schools and report to the board.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This role is performed in a standard office environment.

Generally, the job requires (60)% sitting, (20)% walking, and (20)% standing.



Physical Requirements: Ability to lift, carry, push and significant finger dexterity.

Qualifications

Minimum experience: Job related experience.

Minimum education: Associates Degree or multiple years in job related experience.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to communicate with diverse groups including variety of personality types; maintain confidentiality, meeting deadlines and schedules; setting priorities; attentive to detail; maintain effective working relationships.
- Knowledge of business practices and office procedures including the use of office equipment (calculators, computers, and ability to network for resources for job advancement).
- Ability to prepare and maintain accurate accounting records; memos, and emails; organization skills.

Required Testing: Bookkeeping test

Continuing Education/Training: Non specified

Required Certificates and/or Licenses: Non specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non Exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.