



## WCS Online Bookkeeper (K-8 and 9-12)



### **Job Overview**

The job of the WCS Online Bookkeeper was established for the purpose/s of providing support to department activities with specific responsibility for an array of fiscal services for student body and school site activities/athletics; conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

This job reports to WCS Online Principal.

---

### **Job Functions**

- Compiles financial information related to school site (e.g. accounts payable/receivables, collecting, verifying, depositing all moneys collected, write receipts, prepares documentation for payroll department on certificated, classified staffs and substitutes etc.).
- Maintains financial records related to student activities and/or events (e.g. ticket sales, yearbooks, dances, fundraisers, club activities, student projects, etc.) for the purpose of ensuring completeness and availability of records and compliance with district policy and state and other guidelines.
- Monitors financial procedures with individuals responsible for school site financial operations (e.g. student activities, fundraisers, bookstore, Athletic Department, student clubs, etc.) for the purpose of providing services within established guidelines.
- Collects funds from all academic and athletic student events (e.g. ticket sales, yearbook purchases, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Collects / Approves field trip finance forms and documents for the purpose of ensuring the accuracy and timely completion of transactions.
- Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting site activities.
- Provides all aspects of annual audit and pre-audit (registers, fundraiser summaries, copies of collection logs).
- Prepares written materials and electronic financial information (e.g. receipt report, student fees, gifts/donations, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Administers basic first aid and medication as may be required due to unavailability by a nurse.
- Processes financial information (e.g. all purchase orders, accounts payable, payments for officials/security for home athletic events, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices. Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries and/or initiates requests for information (staff, administration, vendors, warehouse, District staff, etc.) regarding financial information for the purpose of providing information, direction, purchasing, and/or referral.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

*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 located in a WCS building, the WCS Online Bookkeeper's home or from another district-approved site. This job is performed in a generally clean and healthy environment.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity.

Generally, the job requires 95% sitting, and 5% standing and walking.



## **Qualifications**

**Minimum experience:** Job related experience is required.

**Minimum education:** High School diploma or equivalent.

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

- Ability to provide excellent customer service; problem solve; perform standard bookkeeping; apply pertinent policies, regulations and/or laws; prepare and maintain accurate records; and operate standard office equipment including pertinent software applications.
- Knowledge of business telephone etiquette; bookkeeping principles and practices; standard office machines; methods and practices of office operations; and basic computer applications (proficient in Microsoft Office Word and Excel).
- Ability to establish and maintain constructive work relationships; adapt to changing work priorities; maintain confidentiality; be attentive to detail; effectively communicate; work with frequent interruptions; and work flexible hours.

**Required Testing:** None Specified

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** None Specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance; Proof of Tennessee Residency

**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.*