

Red River Parish School Board

Job Description

TITLE: Bookkeeper

Qualifications: Must hold an Associate Degree, Vocational School or equivalent
Six (6) months bookkeeping experience, additional experience may substitute for a college degree
Additional experience and accounting degree in college, vocational school or equivalent preferred

Superordinate: Business Manager

Performance Responsibilities

1. Prepares monthly worker's compensation report
2. Capability perform school audits
3. Reconciles bank statements for all bank accounts of the system
4. Keeps track of sales tax requests from each of the schools
5. Maintains activity reports for all of the schools
6. Prepares and submits monthly financial reports to the Board
7. Prepares necessary financial reports for the state
8. Works with CPA's to report all required information, data, and audit trails
9. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months