Red River Parish School Board

Job Description

TITLE: **School Bookkeeper**

Qualifications: Two (2) years bookkeeping experience required
Prefer experience with Quick Books

Superordinate: School Principal

Performance Responsibilities

1. Write checks for all school purchases
2. Deposits all funds **daily** into school's bank account
3. Reconcile monthly bank statements
4. Keeps track of all school, clubs and class accounts
5. Keeps track of sales tax, CRE, textbook allotments
6. Submit monthly reports to Central Office
7. Be punctual and dependable on the job
8. Detailed computer data input
9. Orders and maintains office supplies as needed
10. Performs all other duties as assigned by proper authority

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 (GAEAA) 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**