**Neshoba County School District**

**Job Description**

**Position Title:** Bookkeeper

**Title of Supervisor:** Principal

**Salary:** Neshoba County School District Non-Certified Wage Scale

**General Responsibilities:**  To assist in administering the fiscal affairs of the school correctly, efficiently, expeditiously, and to the ultimate benefit of each student enrolled

**Qualifications:**

1. High School graduate; additional schooling preferable

2. Experience in general bookkeeping procedures, school and state bookkeeping procedures preferred

3. Typing and computer skills; knowledge of word processing and spreadsheets preferable

4. Well organized with congenial demeanor

**Essential Duties and Responsibilities:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Count, receipt, and deposit daily all monies generated by student and school activities (and High School Athletics if employed at NCHS)

2. Post, balance, reconcile, and report disposition of funds to supervisor and activity sponsors

3. Prepare requisitions for routine school acquisitions as directed

4. Maintain records of all monetary transactions and keep accurate trail for audit purposes

5. Answer telephone; take and receive messages; run errands and assist with special projects as requested.

6. Assist in school office routines as requested

7. Work with vendors and club sponsors on fund raising projects

8. Perform other duties as assigned