

General Fund Bookkeeper Description

Position Title:

General Fund Bookkeeper

Location:

Central Office

Evaluated by:

Business Manager, Superintendent

Duties and Responsibilities:

1. Maintain General fund accounts in accordance with generally accepted accounting principles (GAAP).
2. Maintain accounting system for grant programs including but not limited to budget submission, reimbursement requests, and project completion reports.
3. Attend professional development as appropriate.
4. Communicate with grant supervisors regarding grant balances, need for budget revisions, etc.
5. Maintain appropriate documents/records for audit.
6. Maintain a cordial relationship with colleagues.
7. Dress appropriately.
8. Make journal entries to accounts.
9. Maintain masterbank and payroll masterbank and make bank transfers.
10. Assist business manager in overall monitoring of funds.
11. Assist financial and program auditors and monitors.
12. Any other duties related to fiscal management required for the efficient running of the system.

Qualifications:

- High school diploma
- Satisfactory score on California Achievement Test
- Typing Proficiency

Terms of Employment:

12 months

General Fund Bookkeeper

Date

Superintendent

Date