

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: BOOKKEEPER III – ADMINISTRATION BUILDING

QUALIFICATIONS:

- High School Graduate.
- Minimum three (3) years comparable experience in accounting / bookkeeping.
- Satisfactory performance on district bookkeeping test.
- Proficient in Microsoft Excel, Word, PowerPoint and Outlook.
- General Office Experience including knowledge of basic office procedures, common office equipment including 10 key adding machine, filing and telephone.
- Ability to communicate effectively and resolve vendor and building inquiries in a professional and timely manner.
- Ability to perform duties with awareness of District purchasing procedures and compliance with Board of Education Policies. This includes a working knowledge of cooperative bids and online purchasing requirements.
- Ability to summarize financial and/or numerical data and prepare various reports and spreadsheets with mathematical accuracy.
- Typing (40 wpm), filing and clerical skills.

REPORTS TO: Accounting Supervisor

SUPERVISES: N/A

JOB GOAL: To perform their assigned duties in such a manner to maintain the best possible educational programs and services.

ASSIGNED RESPONSIBILITIES:

1. Review and maintain all accounts payable records including the processing of purchase orders, ACH and purchase card transactions, mileage and check requests.
2. Review, process and pay all authorized vendors after verifying all conditions are met including satisfactory delivery and billing.
3. Monitor listing of all open purchase orders and actively seek disposition by consulting with various District personnel and vendors if necessary.
4. Prepares, distributes and files checks for all District funds as needed. Process weekly check runs and compile listings monthly for review and approval by the Board of Education.
5. Respond to expenditure questions from District Administrators, Directors and other staff.
6. Respond to vendor inquiries regarding payment of invoices.
7. Maintain W-9 file and assist with year-end reporting.
8. Processes and receives online orders from various vendors for delivery to proper school.
9. Maintain petty cash fund for the Business Office.
10. Assist the Accounting Supervisor and/or Business Manager in performing general accounting functions including analyzing various budgets and account reconciliations.
11. Prepare applicable year end reports and assist with the annual audit.
12. Other duties as assigned.

TERMS OF EMPLOYMENT: 52 weeks

EVALUATION: Performance of this job will be evaluated annually by the Accounting Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.

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