

SCHOOL BOOKKEEPER

Middle School and High School Positions

ESSENTIAL FUNCTIONS

- Prepares checks and vendor payments for authorized approval and signature(s), and reviews payment discrepancies with school principal.
- Secures, verifies and disburses varied amounts of monies collected from school staff and occasionally students.
- Classifies and manages multiple student activity accounts, other internal accounts and cash remittance accounts.
- Uses computer and manually supported systems to post cash receipts, disbursements and payments; records debits and credits; creates journal or ledger entries; prepares balance sheets; reconciles bank statements; generates weekly, monthly and year end reports, etc.
- Routinely prepares and submits bank deposits for checking, savings or investment accounts.
- Inventories and orders schoolbooks and various “fixed assets”, within established guidelines for MPS. (May select and train students to assist with inventory of schoolbooks.)
- Monitors and assists with administrative aspects of school budget, as assigned.
- Provides other office or administrative support as needed.

MINIMUM REQUIREMENTS

1. At least two years of substantive bookkeeping, accounting, billing, payroll, cash auditing, office management or related budgeting experience, involving the performance of duties related to this position.

-or-

An Associates Degree from an accredited college or technical school in Accounting, Banking and Financial Services or a closely related discipline.

NOTE: An equivalent combination of job-related education and experience will also be considered.

2. Valid State of Wisconsin driver's license and personal access to a properly insured automobile, for use on the job at time of appointment. (Mileage reimbursement according to MPS policy.)
3. Residency in the city of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE AND SKILLS REQUIRED

- ❖ Knowledge of basic bookkeeping or accounting procedures coupled with strong ability and skills in mathematical detail and accuracy, prioritizing and organizing work and meeting deadlines.
- ❖ Demonstrated job-related knowledge and experience with word-processing, spreadsheet and or database applications.
- ❖ Good interpersonal skills and ability to work in a school setting and sensibly discuss financial information with school principal and other school personnel.
- ❖ Must have capacity to use discretion, remain trustworthy and meet reasonable bond and security requirements.

***Experience using specialized accounting software such as Peachtree or Quicken is desirable.**

THE CURRENT SALARY RANGE IS: \$26,954 to \$35,467 for ten-month positions and \$32,345 to \$42,561 for twelve month positions.