

**BRISTOL BOROUGH SCHOOL DISTRICT
BRISTOL, PA 19007**



POSITION: District Bookkeeper
COMMENCING: January 11, 2016
SALARY: As per Support Staff Contract
DUTIES: See Attached Job Description

Application Deadline: When position is filled.

Send letter of interest to:

Thomas F. Shaffer, Ed.D., Superintendent of Schools
Bristol Borough School District
1776 Farragut Avenue
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Thomas F. Shaffer, Superintendent of Schools.

**Attachment: Job Description
Posted: November 30, 2015**

**BRISTOL BOROUGH SCHOOL DISTRICT
BRISTOL, PA 19007**

TITLE: BOOKKEEPER

REPORTS TO: Business Manager

QUALIFICATIONS:

- *Must possess high school diploma.*
- *Associates degree in Accounting or related field is preferred.*
- *2 year experience as a bookkeeper is required.*
- *Knowledge of Accounting principles – governmental accounting standards preferred.*
- *The ability to demonstrate a general knowledge of Business Math.*
- *Must possess strong communication, organizational skills and analytical skills*
- *Ability to demonstrate proficiency with computers; including the use of spreadsheets and data base software – knowledge of Infinite Visions preferred.*
- *Ability to recognize confidential and sensitive information and handle appropriately.*

JOB SUMMARY:

Responsible for recording and maintaining a complete, accurate accounting system through the trial balance, as well as maintaining systems for Accounts Payable and purchasing. Retrieving information from these systems to provide the Business Manager with complete and accurate reports.

PRIMARY DUTIES AND RESPONSIBILITIES:

BOOKKEEPING:

1. *Maintain a complete, accurate and up-to-date Accounting System for the General Fund, Athletic Fund, Capital Improvement Fund, and Capital Project Fund.*
2. *Prepare a monthly treasurer's report for the Board of Directors.*
3. *Prepare accurate and detailed reports as requested by the Business Manager.*
4. *Assist the Business Manager in the preparation of the Annual Financial Report and Annual Budget – Input data in the PDE – AFR Reporting Program.*
5. *Reconcile bank accounts on a monthly basis.*
6. *Maintain a system and accurately record all incoming and outgoing electronic transfers.*
7. *Maintain financial records and file reports in accordance with guidelines established for Federal and State programs – currently IDEA and ACCESS.*
8. *Coordinate with Payroll Fund and Cafeteria Fund bookkeeper transactions with the General Fund.*

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9. *Coordinate with Federal Program Bookkeeper transactions with the General Fund and Account structure.*
10. *Assists with training of accounting staff.*
11. *Maintain and update accounts according to changes in procedures and staff.*
12. *Charter School Reconciliations – Coordinate with Child Accounting changes in residency.*
13. *Enter Journal Entries for end of year Audit and Financial Statements.*
14. *Proficiency navigating various PDE databases.*
15. *Organize and maintain various building project records, communicate with contractors on projects.*
16. *Knowledge of PA Accounting Manual and Account Codes.*
17. *Work closely as requested by Business Manager on as needed basis with Payroll Department, Transportation Department, Maintenance Department, Food Services and Superintendent's Office.*

AUDITS

- *Meet with District and State Auditors – Organize and gather information as requested.*
- *Maintain changes as requested by Auditors.*
- *SDIC & OPT reconciliation for Audit.*
- *Year-end Accounts Payable reconciliation*

ACCOUNTS PAYABLE

1. *Match invoice detail to purchase order detail and prepare batches for entry, including but not limited to, attaching receiving records and packing slips, applying any outstanding credits, etc.*
2. *Maintain and organize Accounts Payable Files.*
3. *Enter invoices into the Financial Database System (Infinite Visions) for payment and run accounts payable check runs according to established schedule.*
4. *Review, investigate, and resolve all vendor statements for open invoices.*
5. *Handle vendor phone calls referring to payments.*
6. *Maintain accounts payable vendor files.*
7. *Prepare end of year IRS-1099 forms and file appropriate details with the Internal Revenue Service.*
8. *Maintain Transportation Contractor agreements and pay schedule.*
9. *Update and check for accuracy Expense Forms submitted to Business Office.*
10. *Prepare and pay a monthly list of bills.*
11. *Coordinate with Payroll Department payment schedule for Employers' Retirement and transfer appropriately.*

ACCOUNTS RECEIVABLE

1. *Organize and record deposits in correct accounts received from A/R Department.*
2. *Responsible for monthly bank deposits.*
3. *Set up ACH and Wire Direct Deposits with Vendors.*

PURCHASING

1. *Maintain a complete and accurate system for purchase orders and encumbrances.*
2. *Maintain Purchasing Bids with various government agencies such as, BCIU#22, CoStars, eSchoolMall, etc.*
3. *Maintain and purchase through districts Amazon Account.*
4. *Set-up and maintain vendor list in Accounting System.*
5. *Audit purchase orders for accuracy.*
6. *Meet with long-time and new vendors to update account information and new procedures.*
7. *Submit Purchase Orders to vendors via email, Fax or mail, after processed*
8. *Reconcile credit card purchases.*
9. *Maintain Supplies and Purchase for Business Office.*

FINANCE

1. *Maintain bank accounts and update contracts annually.*
2. *Update required Administrator and Board Director Signatures.*
3. *Communicate with Bank Representatives for changes that are required in bank procedures.*
4. *Initiate transfers between the various district bank accounts.*
5. *Initiate Bond Payments.*

FEDERAL PROGRAMS

- *Maintain a complete, accurate and up to date accounting system for the Federal Funds*
- *Accurately prepare and submit monthly, quarterly & final reports as required for Federal and Grant funds. Submit invoices as needed for grant funds.*

PHYSICAL REQUIREMENTS

- *Ability to hear with 40 decibel loss maximum.*
- *See with acuity of 20 inches or less a for acuity of at least 20 feet normal depth perception.*
- *Field of vision and accommodation.*
- *Ability to reach above and below the waist.*
- *Ability to walk and fingers to pick, feel and grasp objects*

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- *Requires both hands for repetitive motion (typing)*
- *Some bending and twisting of the body required.*
- *Lifts and carries miscellaneous office supplies, equipment and paper weighing no more than 10 lbs.*
- *Typical office environment with the ability to sit 80% of the workday.*
- *Ability to express or exchange ideas by means of written or verbal communication.*