



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038
www.smithton.k12.mo.us Phone: 660-343-5316

POSITION: District Bookkeeper

QUALIFICATIONS: Minimum education requirement is a high school diploma

REPORTS TO: Superintendent

JOB GOAL: To assist the superintendent in the daily operation of the school district, to assist the Board of Education in the performance of its responsibilities, and to perform all bookkeeping duties as necessary to maintain accurate and precise accounting of school district finances.

GENERAL RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
2. Maintains a regular filing system and processes incoming correspondence as instructed.
3. Performs all bookkeeping tasks associated with the position.
4. Prepares payroll records and documents and maintains all related files.
5. Reports monthly to the Board of Education and the district's Treasurer the amount for which warrants have been drawn for the current month and present a monthly balance sheet.
6. Prepares all financial reports and works with the district auditor.
7. Process orders for the school district.
8. Assist superintendent's secretary as needed.
9. Prepares periodic deposits of receipts and maintains an appropriate amount of cash on hand.
10. Operates office machines as needed.
11. Perform other appropriate duties as assigned.

TERMS OF EMPLOYMENT: Twelve months a year with a minimum work week of 40 hours unless altered by the Board of Education and with a salary established annually by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually in accordance with board policy on evaluation of classified personnel.