

**OXFORD CITY SCHOOLS  
P. O. BOX 7670  
OXFORD, AL 36203**

**POSITION DESCRIPTION**

**POSITION:** Elementary School Bookkeeper/Payroll Assistant

**REPORTS TO:** Chief School Financial Officer

**QUALIFICATIONS:**

High school diploma or equivalent  
Two (2) years' experience in bookkeeping/accounting and/or payroll  
Previous successful experience in computerized accounting systems, preferred  
Good working knowledge of basic office procedures, use of technology, and common office equipment  
Good public relations skills  
Ability to use technology with proficiency in typing and bookkeeping  
Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457  
Ability work collaboratively as a team member with large and/or diverse groups  
Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities  
Proficiency in oral, written, and electronic communications and able to use various technological devices/software  
Such alternative qualifications to those listed as the Board may require

**PURPOSE:** To provide routine bookkeeping for all elementary schools  
To assist the Payroll Clerk in completing payroll records

**ESSENTIAL FUNCTIONS:**

1. Demonstrates support for the school system, its purpose, direction, and priorities
2. Demonstrates the ability to multi-task and to prioritize tasks efficiently
3. Maintains confidentiality of any Board of Education business, its staff, and its students
4. Demonstrates and models regular and predictable attendance
5. Demonstrates professionalism in appearance and in attitude at all times
6. Demonstrates the ability to use technology for communication, presentations, research, data analysis, budgeting, record keeping, reporting, scheduling, and other job responsibilities as required
7. Maintains a complete and systematic set of financial records for the school

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Elementary School Bookkeeper/Payroll Assistant

8. Records details of financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
9. Maintains accounts payable, accounts receivable and monthly financial statements
10. Reconciles monthly bank statements
11. Assists in preparing annual school budgets
12. Issues checks for approved purchases and other bills
13. Traces errors and records adjustments to correct charges or credits posted to incorrect accounts
14. Use school system-provided budgeting software and documents in accordance to directives provided by the CSFO and the Assistant CSFO
15. Maintain financial files and prepares reports related to local school bookkeeping.
16. Maintains security of records and files, following federal, state, and local laws for record keeping
17. Prepares purchase orders
18. Imports receipts that have been entered by the office assistant at each school
19. Creates new vendors in NextGen for all schools
20. Receipts checks received at the Central Office into NextGen for deposit
21. Prepares and Submits checks for deposit in the absence of the Accounts Payable Clerk
22. Acts as support when the receptionist is at lunch or is absent
23. Assists Payroll Clerk with entering and reviewing monthly payroll
24. Supports Payroll Clerk with new hire meetings
25. Enters incoming employees into the NextGen Payroll System
26. Tracks hours worked by Substitute Employees
27. Prepares Quarterly Fairbanks Medicaid Reports
28. Enters food Invoices to create CNP Payments for Accounts Payable
29. Import daily meal sales and online payments into NextGen
30. Receipts Child Nutrition checks into NextGen
31. Generates Titan reports to assist in Child Nutrition submission of monthly claims
32. Assists Child Nutrition with payroll entry in the coordinator's absence
33. Prepares beginning of the year change cash for the lunchrooms
34. Reports potential problems, unusual events or work irregularities to appropriate administrative or supervisory personnel
35. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner
36. Maintains and submits reports, records, and correspondence in a timely and accurate manner
37. Reports absences and takes leave in accordance with Board policies and procedures
38. Performs other job-related duties as directed by the Superintendent, CSFO and Assistant CSFO

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**EVALUATION:** Performance will be evaluated in accordance with classified evaluation procedures and Board policy

**TERMS OF EMPLOYMENT:** 240 days

**SALARY:** Based on Oxford City Schools System Salary Schedule