



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Bookkeeper (Integrated Services)** FLSA Status: **Non-Exempt**
 Job Family: Finance **Finance** Pay Range: **FN10H**
 Prepared/Revised Date: **April 18, 2022** Job Code: **50103**

SUMMARY: Responsible for assisting with the daily operation of Integrated Services financial transactions. Responsible for processing, monitoring, and managing the department's financial transactions, including reconciling accounts, processing payments, and maintaining records. Complies with applicable internal control and accounting procedures. Provide support to schools and other departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Responsible for the management of all Integrated Services financial accounts and subaccounts including completing monthly reconciliations and submitting journal entries for necessary corrections. Monitor available funding, ensuring transactions posted are appropriate, accurate, complete, appropriately coded, properly documented and in compliance with District guidelines. Ensure that reconciliations are reviewed and approved by the department director and reports are disseminated to the appropriate staff	D	25%
2. Manage all Integrated Services department purchasing cards, including completing monthly reconciliations, collecting all receipts to support the charges, and assigning account codes in the on-line banking system. Ensure that charges are appropriate, properly supported and in compliance with District guidelines.	D	25%
3. Facilitate Integrated Services purchasing, including processing department checks for purchases under \$5,000, submitting purchase requests for purchases \$5,000 and over, and submitting contracts for review. Review invoices for accuracy and ensuring receipt of the goods and/or services prior to payment. Submit invoices for items on purchase requests and all staff reimbursements to the Finance Department for processing. Ensure if grant funds are utilized to make purchases, the use is allowable under the grant and that documentation is complete and accurate.	D	25%
4. Prepare, code, and submit timecards and other payroll related paperwork to the payroll department for processing.	D	15%
5. Ensure records are maintained in accordance with records retention requirements and District guidelines.	D	3%
6. Attend work and arrive in a timely manner.	D	1%
7. Assist central office and school based Integrated Services staff with matters related to finance, including budgeting, purchasing cards, vendors, contracts, payments, etc. Work collaboratively with finance department, payroll, and other district departments and personnel.	W	2%
8. Participate on the Mary Hull Awards committee, attend meetings and trainings as required.	A	2%
9. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D. required, Associate’s degree in accounting, finance or business administration preferred
- Two to three years of related work experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math, accounting, and bookkeeper skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and department financial software package
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key calculator, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feed	X			
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute				X
Synthesize	X			
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	X
Quiet	



NOISE LEVEL:	Exposure Level
Moderate	
Loud	
Very Loud	