

Camellia School  
School Bookkeeper

**Purpose:**

- The School Bookkeeper is responsible for providing financial services in order to ensure effective, efficient, and accurate financial operations and to ensure the daily and consistent financial operation of the Camellia School. The Financial Secretary must comply with the Financial Administration Act, Generally Accepted Accounting Principles, and municipal financial by-laws, policies, and procedures.

**Scope:**

- The School Bookkeeper will work along the side of the Camellia School Director with the guidance of the Camellia School Committee and is responsible for providing all financial services. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure the finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits.

**Hours and Wages:**

- Pay will be commiserate with experience and education
- Hours will be minimum 15 hours per week – work schedule to be determined. Position will be considered a part time position
- Benefits will be the same as set out in the Camellia School personnel policies for all part time employees

Knowledge:

The incumbent must have proficient knowledge in the following areas:

- ✓ Knowledge of bookkeeping procedures
- ✓ Knowledge of accounts payable, accounts receivable, and maintaining general ledgers
- ✓ Knowledge of payroll functions and procedures
- ✓ Ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- ✓ Confidentiality concerning financial and employee files

Skills:

- ✓ Excellent interpersonal skills
- ✓ Bookkeeping skills
- ✓ Analytical and problem-solving skills
- ✓ Decision making skills
- ✓ Effective verbal and listening communication skills
- ✓ Attention to detail and high level of accuracy
- ✓ Very effective organizational skills
- ✓ Effective written communications skills
- ✓ Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, and e-mail at a highly proficient level
- ✓ Time management skills

Personal Attributes:

The incumbent must maintain strict confidentiality in performing the duties of the position. The incumbent must also demonstrate the following personal attributes:

- ✓ Be honest and trustworthy
- ✓ Be respectful
- ✓ Be flexible
- ✓ Demonstrate sound work ethics

A Bachelor's degree or equivalent in accounting is preferred. ProCare software experience is preferred. Experience in includes payroll/personnel, general ledger accounting, accounts payable, accounts receivable.

**Essential Duties and Responsibilities:**

Perform the day-to-day processing of financial transactions to ensure that municipal finances are maintained in an effective, timely, and accurate manner.

Main activities:

- Report directly to the Camellia School Administrator
- Abide by all policies as outlined in the Employee Personnel Policies
- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices
- Process reports after data entry
- Manage the weekly check run (deposit to be made by Administration)
- Record all checks
- Maintain current balances in all checkbooks
- Prepare vendor checks for mailing
- List all checks in check register
- Prepare manual checks when required
- Maintain listing of accounts receivable and payable (posting of credit memos, extended care, vacation credits, late fees, sign in/out fees, etc are to be done by Administration)
- Maintain posting of credit card convenience fees
- Maintain the general ledger
- Maintain vendor files
- Provide and submit information for yearly Workman’s Compensation Audit
- Verify deductions and withholdings for employee payroll
- Data entry of payroll information (time cards are to be done by Administration)
- Log in and process payroll checks (either by printing and/or direct deposit)
- Prepare and remit source deductions and payroll tax
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial files
- Daily balance and verify petty cash ledger
- Perform weekly billing for accounts receivable
- Data enter all general ledger transactions
- Reconcile and prepare monthly financial reports no later than 3 business days for Committee Financial Advisor for approval before presenting to Camellia School Committee
- Print and distribute monthly financial reports for Camellia School Committee
- Reconcile and prepare quarterly 941 and other tax reports
- Reconcile, prepare, and distribute W-2s
- Reconcile, prepare, and distribute 1099’s (if required)
- Reconcile, prepare, and submit yearly state and federal tax statements
- Reconciliation and reporting of all bank accounts
- Additional duties as assigned by Camellia School Committee and Camellia School Administration

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Employee’s Signature

\_\_\_\_\_  
Date

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School Administrator’s Signature

\_\_\_\_\_  
Date