

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Bookkeeper - High School

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** Secretarial

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#### Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use

#### Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Maintain activity accounts, prepare appropriate checks, deposits and prepare all necessary reports for district office.
3. Coordinate with Accounts Payable to submit yearly 1099 data.
4. Assist with the collection, data entry, and bookkeeping of all student fees.
5. Coordinate graduation list, diplomas and programs.
6. Process student fees.
7. Verify and complete enrollment/attendance forms such as public aid, social security, and insurance forms for students.
8. Prepare cash boxes for musical and other events as needed.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.