



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Bookkeeper
Reports to: Building Principal

Purposes and Objectives of the Position:

The bookkeeper performs a variety of general bookkeeping, record keeping, accounting functions, administrative and office clerical duties; and computes, classifies, and records numerical data to keep sets of financial records complete.

Qualifications:

- High school diploma
- Associates Degree or three years work experience preferred
- Training in basic first aid preferred

General Duties and Requirements

- Keeps an accurate record of all receipts and disbursements.
- Maintains a complete bookkeeping system for the school and all extra-curricular activities/sporting events.
- Keeps separate records for funds allocated to each department/account and records purchases made against each account.
- Prepares and routes purchase orders and vendor invoices for school staff.
- Collects and prepares expenditure data at the end of each month for records and reports.
- Maintains records and generates appropriate reports.
- Accumulates all bills, making copies of the same for reimbursement from the appropriate agency.
- Keeps accurate records and writes checks for supply accounts.
- Maintains financial transactions of office funds.
- Maintains accurate/updated school inventory.
- Reconciles monthly bank statements.
- Picks up and drops off deposit bags from the bank, as requested by the building administrator(s).
- Attempts to collect bad debts due to the school; writes receipts for all transactions and maintains accurate records on debts collected.
- Communicates with parents, students, staff, etc. in person, by telephone or in writing.
- Maintains confidentiality of information.
- Supports administration for the purpose of assisting with their administrative functions.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.

- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.