

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Bookkeeper, VEHS & VWHS		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	195	Non-Exempt	June 2023

Primary Purpose:

Perform general bookkeeping and maintain campus financial records, including campus activity fund.

Qualification Guidelines:

Education/Certifications:

High School diploma or GED

Experience:

1-year Accounting or Bookkeeping experience

Special Knowledge/Skills/Abilities:

Knowledge of accounting principles and practices

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to develop spreadsheets and do word processing

Proficient skills in typing, keyboarding, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Public relation skills

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; fax machine and shredder

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits and making change.
3. Request payment for scholarships.
4. Handle all functions of Sundry accounts.
5. Prepare appropriate financial reports for the campus.
6. Enter purchase orders and requests.
7. Work with Instacheck and the district attorney's office on check collection.
8. Close out and set up fiscal year electronically.
9. Distribute registration packets to enrolling students and verify documents are completed upon return.

Records

10. Maintain physical and computerized files and records.
11. Order and maintain office supplies.
12. Sort and deliver faculty mail daily.
13. Type daily bulletin.
14. Check student withdrawal forms for unpaid dues.

Other

15. Maintain confidentiality.
16. Sell tickets for various school functions.
17. Other duties as assigned.

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