

SCHOOL BOOKKEEPER

PURPOSE:

Under general supervision, the School Bookkeeper performs bookkeeping and related functions such as recording accounts receivable and accounts payable transactions, disbursing cash, classifying accounts, generating reports, making deposits, performing inventory, and assisting with budget preparation.

ESSENTIAL FUNCTIONS:

- Prepares checks and vendor payments for authorized approval and signature(s), and reviews payment discrepancies with school principal.
- Secures, verifies and disburses varied amounts of monies collected from school staff and occasionally students.
- Classifies and manages multiple student activity accounts, other internal accounts and cash remittance accounts.
- Performs basic accounting tasks such as posting cash receipts, disbursements and payment; recording debits and credits; creating journal and ledger entries; preparing balance sheets; reconciling bank statements; and generating weekly, monthly and year end reports.
- Routinely prepares and submits bank deposits for checking, savings or investment accounts.
- Inventories and orders schoolbooks and various "fixed assets" within established guidelines for MPS.
- Monitors and assists with administrative aspects of school budget.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Two years of experience performing bookkeeping, accounting, billing, payroll, office management, budgeting, or cash auditing performing duties related to this position.

OR

Associate's Degree in accounting or a closely related field from an accredited college or university.

***NOTE:** If you have an Associate Degree in accounting or closely related field, college transcripts must be received within three business days after the application period closes and can be attached to the application, sent to staffinginfo@milwaukee.gov or sent to Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

Equivalent combinations of experience and education may also be considered.

2. Valid Driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment (travel reimbursement is provided).

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ❖ Knowledge of basic bookkeeping and accounting terminology and concepts.
- ❖ Knowledge of accounts payable processes.
- ❖ Knowledge of mathematics and ability to perform accurate calculations.

School Bookkeeper

- ❖ Analytical skills.
- ❖ Ability to work independently under general direction.
- ❖ Ability to write clear and concise business letters, memos, reports, and other documents.
- ❖ Ability to interact effectively with staff, administration, auditors, vendors, other agencies, parents, students, and the public.
- ❖ Customer service skills.
- ❖ Cash handling skills.
- ❖ Organizational skills and ability to produce quality work products while effectively managing multiple priorities and working within tight time constraints.
- ❖ Ability to use standard office software to create and maintain spreadsheets, word processing documents, and reports.
- ❖ Attention to detail.

CURRENT SALARY RANGE IS:

- \$29,247 - \$38,485 annually with excellent benefits (10 MONTH).
- \$35,097 - \$46,182 annually with excellent benefits (12 MONTH).

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 21, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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