Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **HEAD BOOKKEEPER IV**

QUALIFICATIONS:
1. Knowledge of elementary bookkeeping and business mathematics
2. Knowledge of modern office practices and procedures and operation of common office equipment including typewriter, calculator and computer terminal
3. Ability to make accurate mathematical computations
4. Ability to work effectively with staff and public
5. Ability to follow oral and written directions; ability to use independent judgment
6. Ability to supervise work of others
7. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To contribute to effectiveness of department by performing variety of general bookkeeping duties related to specific departmental function

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of bookkeeping work of above average difficulty related to function to which assigned, i.e., purchasing, payroll, accounts payable, food service, etc.
2. Gathers, assembles, tabulates, checks and files financial and statistical data
3. Posts, checks, balances and adjusts accounts
4. Prepares invoices, lists, warrants, registers, payroll documents, bids, purchase orders, etc. as appropriate
5. May receive money and prepare deposits
6. Prepares and/or assists in preparation of financial records, reports and statements
7. Provides statistical typing and other clerical assistance as needed
8. Keeps records and maintains files
9. Provides information to staff and public
10. May supervise work of other employees as assigned
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 24

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

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