

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

**TITLE:** SENIOR BOOKKEEPER III

**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. Must pass required tests

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To contribute to effectiveness of department by performing variety of general bookkeeping duties

**PERFORMANCE RESPONSIBILITIES:**

1. Performs variety of bookkeeping work 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.
5. May receive money and prepare deposits
6. 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. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 21

**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