CEHS Bookkeeper - Administrative Specialist

QUALIFICATIONS:

Education/Certification:

Associate Degree or equivalent work experience in accounting/finance. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Must be team oriented with excellent interpersonal and communication skills.
- Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Knowledge and experience with QuickBooks, ERP (Tyler Technologies), PowerSchool, Microsoft Office, Google Suite
- Experience with or knowledge of accounting principles, including the recording and measurement of financial transactions
- Experience analyzing and the reconciliation of financial records or bank statements.
- Skill in or experience with managing budgets.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

High School Principal and Assistant Principals

JOB GOAL:

To provide the Principal, Department Heads, and CESD Staff financial information necessary for the efficient operation of the school, work and negotiate with suppliers to

purchase goods and services for the school on behalf of the staff, maintain accurate financial records and provide reconciliation of financial records.

PERFORMANCE RESPONSIBILITIES:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- General accounting of school checking account, student activities account, school credit card and school's town budget account. Inclusive of maintaining accurate and complete receipts and records, review and authorization of payments, reconcile credit card and all accounts
- Work with staff in the purchasing of necessary school supplies in a timely and efficient manner
- Communicate with families, students, CESD staff regarding the assessment of school fees and the subsequent collection of funds due
- Communicate with vendors regarding ordering, delivery and any billing concerns
- Prepare and provide budget reports for department heads
- Maintain office equipment.
- Prepare documents and organize administrative functions as they relate to graduation and opening of school and provides support for graduation tasks
- Updates the school database as needed
- General receptionist duties.
- Assists faculty, parents, and students with questions and requests.
- Assists registrar/scheduling/attendance specialists with duties as needed
- Assists counseling personnel with testing and other duties as assigned
- Performs other duties as assigned by the School Administration.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands:

calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands:

sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions:

inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

March 13, 2007

Revised:

May 13, 2025

Revision #1
Created 16 May 2025 19:32:44 by Andrea Fuller
Updated 22 May 2025 13:52:33 by Andrea Fuller