

BOOKKEEPER II(Job Id 17119)

Location: Southeast

Post Date: 10/24/2016

School: 457

Employment Type: Employee

School Building: THOMAS JEFFERSON HIGH SCHOOL

Close Date:

Category: Clerical

School Year: 2016-2017

Description

THOMAS JEFFERSON HIGH SCHOOL

Southeast

220 work days

FTE: 1.0

Starting Salary: \$15.71 per hour

Essential Functions and Objectives:

- The Bookkeeper II performs any combination of routine calculating, analysis, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records, according to accounting procedures, and related policies and procedures. Duties may include reconciling invoices, resolving vendor issues, entering debits and credits on accounts, processing payments and more.

Knowledge, Experience & Other Qualifications:

- Two (2) or more years of related experience accounting, finance or bookkeeping.
- Experience with a variety of computer applications, including spreadsheets, word processing and databases, and automated on-line accounting systems.

Education Requirements:

- High school diploma or equivalent is required.
- Associates degree or higher is preferred.

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