

Hobbs Municipal Schools Job Description

Position: Inventory Clerk/Bookkeeper

Supervisor: Director of Finance

General Job Description: The Inventory/Bookkeeper will be responsible for tracking assets and entering all receipts for the district.

Qualifications:

1. High School Diploma or G.E.D.
2. Must be able to operate a 10-key calculator by touch.
3. Ability to operate other office machinery, such as a fax machine and scanner/copier.
4. Five years of experience in bookkeeping.
5. Knowledge of Microsoft Office, in particular, Word and Excel a plus.
6. A genuine willingness to accept other jobs/responsibilities as deemed necessary by the supervisor or the Board.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in ethical behavior.
3. Project an overall concern for personal appearance as it relates to job performance.
4. Work cooperatively with colleagues, supervisors and administrators.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know or ability to obtain knowledge to successfully complete assigned work.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Ability to work under pressure and constant interruptions.
10. Ability to coordinate with other departments.
11. Ability to meet deadlines and due dates.
12. Ability to learn general ledger account numbers and their meaning.
13. Ability to determine what constitutes a capital asset for financial statement purposes.
14. Enter, complete and reconcile capital asset additions to the general ledger.
15. Enter and track assets with increased risk of misappropriation.
16. Ensure an annual inventory is taken of all assets per listing.
17. Process depreciation annually and reconcile accumulated depreciation by asset class/type.
18. Prepare and complete paperwork related to obtaining vehicle registrations and titles.
19. Enter cash receipts by school, reviewing for accuracy of general ledger account coding.
20. Open and deliver all mail for the Business Office.
21. Assist in compiling and accounting for monies related to district athletic events.
22. Serve as a backup for the Bookkeeper/Secretary position as needed.
23. Complete other tasks as deemed appropriate by the immediate supervisor and Assistant Director of Finance.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments with minimal direct supervision. Occasional after-hours work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling and moving light furniture may be required.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment, including current technology.

Terms of Employment:

Salary and work year to be established by Board.