

**RANDOLPH TOWNSHIP SCHOOLS
JOB DESCRIPTION**

TITLE: Community School Bookkeeper
REPORTS TO: Community School Supervisor
QUALIFICATIONS:

1. Prior experience as a bookkeeper or in a similarly relevant role
2. Familiarity with the operations of a childcare program
3. Excellent communication skills
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Community School Bookkeeper shall be responsible for recording and maintaining all Community School financial records in accordance with district accounting policies. The Bookkeeper shall provide support to the Community School Supervisor in placing orders for supplies and travel; preparing and maintaining payroll records; and determining profit and loss for programs. The Community School Bookkeeper will also be primarily responsible for maintaining any online databases or systems utilized in the Community School.

ESSENTIAL JOB FUNCTIONS:

1. Prepares purchase requisitions.
2. Communicates with childcare, summer camp, and other program staff to determine supply needs.
3. Maintains records in district accounting systems.
4. Establishes online payment
5. Serves as a substitute for the Site Manager when needed.
6. Performs such other tasks and assumes such other responsibilities as assigned by the Community School Supervisor.
7. Completes training activities mandated for the position.
8. Maintains records in accordance with state and district regulations.

WORK YEAR: Twelve-month employee
DATE APPROVED:
APPROVED BY: Board of Education