



Kalamazoo Regional Educational Service Agency Job Description

Job Title:	Bookkeeper
Reports To:	Director of Business Services
FLSA Status:	Non-Exempt
Prepared By:	Human Resources
Approved By:	N/A
Prepared Date:	05/2010
Last Revised Date:	1/2016

Summary:

Keeps records of financial transactions for Kalamazoo RESA by performing the following duties:

Essential Duties and Responsibilities:

- Performs payroll activities
- Performs accounts payable and accounts receivable activities
- Processes purchase orders
- Handles cash received by the organization
- Processes month-end, quarter-end, and year-end reports
- Summarizes details in separate ledgers or computer files and transfers data to general ledger
- Reconciles and balances accounts
- Compiles reports and statistical information
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Associates Degree and three years related experience and/or training; or equivalent combination of education and experience.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Ability to communicate effectively including listening, answering telephone calls, and drafting letters

Works in a team oriented fashion

Ability to efficiently use computer and applicable software such as Microsoft Excel, Word, and Outlook

Ability to problem solve

Ability to read, accurately input, analyze and interpret data

Maintains confidentiality

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.