

**Roswell Independent School District**  
**Job Description**

**Position: SPECIAL SERVICES BOOKKEEPER - IDEA**

**Supervisor: ASSISTANT SUPERINTENDENT FOR SPECIAL EDUCATION**

**General Job Description:**

To assist and relieve the Executive Director of Student Support Services of bookkeeping and paperwork responsibilities so that he/she may devote maximum attention to the duties of supervision, program development, and management.

**Essential Duties and Responsibilities:**

1. Maintain detailed records, process large supply orders or book orders, input requisition and receive shipments to include but not limited to contract services. Return materials that are unsatisfactory.
2. Reconcile operation/supply accounts. Run reports as necessary or required.
3. Accept, count and deposit revenues for appropriate activities.
4. Monitor and maintain various reports and contracts. Ensure proper documentation and processing of RFPs, etc. Prepare informational packets; contract individuals responsible for submission of information and answer questions regarding requests.
5. Maintain substitute report (yearly) for Business Office in use of Special Education funds to pay substitutes.
6. Communicate and coordinate with Procurement Office regarding all contracts pertaining to contracted services (related services contractors and professional development).
7. Communicate and coordinate with related service contractors to obtain signatures on a yearly basis for contract extensions.
8. Enter Workman Compensation claims into ICE for Special Education Department.
9. Manage and allocate all on-line test subscriptions to Assessment Department.
10. Composes, or transcribes from rough draft, correspondence, bulletins, memorandums.
11. Submit work orders for office machines.
12. Possess or obtain knowledge of Federal laws as they apply to IDEA-B, Preschool, and Medicaid.
13. Maintain files and keep records essential to the operational and federal accounts for all special education staff.
14. Keep files and records on all cash transactions for IDEA-B, Preschool, PL8-74, IDEA-B Discretionary Grants, and Medicaid budgets.
15. Verify and compare reports of expenditures and revenues.
16. Assist in inventory and order of other basic supplies.
17. Process purchase orders submitted by special education regular education staff as approved by the Assistant Superintendent for Special Services.
18. Maintain copies of all out-of-district travel reimbursement forms and verify that all receipts and agendas are attached.
19. Invoice all out-of district workshops and insure they are paid promptly.
20. Process federal, operational, and activity purchase orders and requisitions according to federal law and established procedures.
21. Attend to purchase orders to verify that all have been approved, printed, ordered, received and paid in a timely manner.
22. Maintain confidentiality with sensitive matters.
23. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
24. Report to work on time and work no less than 7 hours per day.
25. Work independently with very little supervision.
26. Perform work while constantly being interrupted.
27. Knowledge of computer systems, including data bases and word processing programs.
28. Manage personal and professional tasks through the use of technology.
29. May be required to perform other related duties/functions as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED
2. Two years' experience in bookkeeping or accounting, at least one of which should have been in an educational environment.

**SPECIAL EDUCATION BOOKKEEPER – IDEA (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), reaching, squatting, climbing stairs, kneeling, full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**