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NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217  
[www.neisd.net](http://www.neisd.net)

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EMPLOYMENT BULLETIN

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In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**BOOKKEEPER**  
**DRISCOLL MIDDLE SCHOOL**  
**\*\*UPDATED 5/8/2012\*\***

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED)
- One to three years related experience and/or training; or equivalent combination of education and experience
- Experience with mainframe applications and computerized accounting systems a plus

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Accounts for and deposits all monies coming into the school including groups and departments (fees, fund raisers, items sold to students, etc.)
- Manages all aspects of all Student Activity and Campus Activity (SAF/CAF) accounts to include:
  - Process all deposits in the SAF/CAF system
  - Prepares all bank deposits
  - Processes all check requests and prints checks from SAF/CAF system, ensuring that all disbursements are supported with proper documentation
  - Processes all accounting transfers between SAF/CAF accounts
  - Train Sponsors on the SAF/CAF system and required procedures
  - Ensures that all transactions are appropriately charged to the proper general ledger account code
- Post Accounting Journal Entries as required
- Maintains complete and systematic records of District's financial transactions
- Instructs teachers and staff about District policies regarding expenditures and income, including but not limited to Teacher House Portfolio, Groupwise, Teacher Supply Reimbursement and Travel Request and Reimbursement
- Follows up on collection of "non-sufficient funds" checks
- Performs other duties as may be assigned

**TERMS OF EMPLOYMENT:**

**HOURLY:** \$14.71-\$17.94 **PAY GRADE:** C7 **WORK DAYS:** 198

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to [employment@neisd.net](mailto:employment@neisd.net). Those who are not district employees must complete an online application at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remain Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER