



Pickens County Schools

Job Descriptions

ATHLETICS BOOKKEEPER

Title/Position: School Bookkeeper/Secretary for Athletics

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 200 Days; 8 hours a day

Salary: Classified Salary Schedule Grade E (Starting pay \$16.00/hour)

Reports to: Principal & Athletic Director

Qualifications:

1. High School Diploma
2. Proficient in business English, spelling, mathematics, and office practices.
3. Ability to work professionally with the public and others, both in person and over the phone.
4. Excellent computer skills including but not limited to: Word, Excel, Microsoft Office and office machine proficiency.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Performs a variety of duties to support supervisory and administrative personnel in handling daily activities and basic office procedures
- Composes and types routine correspondence and email
- Answers phone, greets visitors, ascertains nature of business, and directs to appropriate person
- Interact with general public, staff members, students, and parents, displaying appropriate tact and judgment
- Operate standard office equipment such as adding machines, copiers, fax machines, scanners, etc.
- Organize all gate deposits and money boxes for athletic events
- Retain records and submit all bus trip requests for athletic events
- Keep athletic eligibility records and submit all Georgia High School Association (GHSA) eligibility requests as needed
- Maintain filing and organization of athletic physicals for student-athletes
- Distribute and organize varsity letters and participation certificates for sports
- Assist with the organization of athletic events
- Ensure adherence to good safety procedures
- Follow federal and state laws, as well as Board policies.
- Contributes to an atmosphere of harmony and goodwill in the workplace.
- Perform other duties as assigned by supervisor/administrator.

Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*