# Lackawanna Trail School District

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| **Job Title:** | Bookkeeper | **Job Category:** | Bookkeeper |
| **Department/Group:** | Business Office | **Date Posted** | September 2026 |
| **Location:** | Administration | **Travel Required:** | Local Travel Only |
| **Level/Salary Range:** | LTESPA Contract | **Position Type:** | Part Time - 20 hours per week |
| **Will Train Applicant(s):** | Yes | **Posting Expires:** | |
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**Applications Accepted By:**

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| **E-mail:**<br>applications@ltsd.org<br>Subject Line:<br>**Attention:** Business Office – Bookkeeper Position | **Mail:**<br>Business Office<br>Lackawanna Trail School District<br>P.O. Box 85<br>Factoryville, PA 18419 |

**Job Description**

**Role and Responsibilities**

Primary Function:

- Assisting the Business Manager in the financial record bookkeeping of the district
- Prepare accounts payable for the district

Accounting:

1. Prepare all district invoices for payment;
2. Apply code and enter invoices into accounting system and process checks for all funds;
3. Maintain an efficient filing system concerning all vendors and paid invoices;
4. Prepare list of checks written and invoices payable for Board approval;
5. Process purchase orders with vendors and track receipts of goods to ensure quantity, quality and price specified matches with invoices to be paid;
6. Communicate and coordinate between school and vendors regarding matters of returns, pricing errors, shortages, damaged goods, etc.;
7. Prepare checks from the Athletics Fund and district transportation contractors;
8. Assist Business Manager in preparing data required with periodic reporting to the Pennsylvania Department of Education including but not limited to Annual Financial Report and Budget;
9. Perform fiscal year end rollover in the finance system;
10. Track and submit employee tuition reimbursements;
11. Prepare correspondence from the Business Office to employees and vendors;
12. Assist in the preparation of documentation needed for the annual fiscal audit and triennial state audit;
13. Maintain district records for property, casualty and liability insurance along with certificates of insurance files where district is named the additional insured;
14. Perform other accounting duties as assigned by the Business Manager

**Qualifications and Education Requirements**

High School Diploma supplemented by courses in accounting or five years equivalent work in a directly related field. Knowledge of Microsoft Office applications is required. Proficient use of Microsoft Excel and Microsoft Word are required. Knowledge of financial management systems, general ledger maintenance, fiscal year end accounting and general bookkeeping practices and procedures. Must have the ability to maintain a cooperative and confidential work environment. Should possess the ability to work independently with discretion, have problem solving skills and work in a changing environment which will affect the responsibilities of the position.

Must also have the following abilities:

- Ability to maintain a high level of accuracy in preparing and entering financial information
- Ability to check own work and create documentation to support tasks performed
- Ability to interpret, apply and explain instructions given orally and in writing
- Ability to work under pressure in short deadlines
- Ability to keep information confidential and maintain an ethical attitude
- Ability to prioritize
- Ability to learn and apply procedures, and the ability to work with all members of the school community

❖ Job performance is evaluated annually by the Business Manager.