

Name: _____

Year : _____

**CARBON COUNTY SCHOOL DISTRICT NO. 2
EVALUATION OF
CENTRAL OFFICE BOOKKEEPER-ACCOUNTS PAYABLE / HUMAN RESOURCES**

(1 – **Satisfactory** - consistently performed at a competent level; 2 - **Not Satisfactory** - serious deficiencies exist in this area; N/A – **Not Applicable**)

1.	Prepares purchase orders and vouchers as needed.	1__ 2__ N/A__
2.	Handles all invoices and credit memos attached to PO/vouchers, verifying the information is correct, in regards to the billing amount and budget codes; making certain previous payment has not been made.	1__ 2__ N/A__
3.	Insures purchase orders and invoices for all funds are given to the right person for processing.	1__ 2__ N/A__
4.	Ensures the payment and billing process follows district procedures and deadlines.	1__ 2__ N/A__
5.	Traces errors and records adjustments on the bills; makes necessary corrections.	1__ 2__ N/A__
6.	Verifies warrants have been issued for the correct amount before they are mailed out to the vendors.	1__ 2__ N/A__
7.	Maintain and provide an updated vendor list in pdf and excel formats to the school secretaries and other office personnel.	1__ 2__ N/A__
8.	Provide monthly outstanding purchase order reports to school secretaries.	1__ 2__ N/A__
9.	Manage filing of processed purchase orders and vouchers.	1__ 2__ N/A__
10.	Write receipts for all district funds processed through central office.	1__ 2__ N/A__
11.	Maintains the Central Office Petty Cash Fund.	1__ 2__ N/A__
12.	Orders office supplies and keeps supply room in order and stocked. Make service calls on major office equipment and submit Xerox copy counts monthly for the district copy machines.	1__ 2__ N/A__
13.	Establishes payroll personnel files and information for new employees.	1__ 2__ N/A__
14.	Answers the phone and greet individuals in a pleasant and professional manner. Taking messages and/or directing calls or individuals to the appropriate personnel.	1__ 2__ N/A__
15.	Operates the computers and other office machines in a competent manner.	1__ 2__ N/A__
16.	Provides for total confidentiality concerning all business and school related personnel matters, which are privileged because of the nature of this specific job, until such time as release has been authorized by the respective Central Office administrator.	1__ 2__ N/A__

Comments:

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood, that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

Signature of Bookkeeper-Accounts Payable/Human Resources Clerk

Signature of Supervisor