

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BOOKKEEPER, ELEMENTARY AND MIDDLE SCHOOL

**SALARY SCHEDULE: SSP9**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum score of eighty percent (80%) for elementary school bookkeeper within 6 months of hire.
- (3) Minimum score of eighty-five percent (85%) for middle school bookkeeper within 6 months of hire.
- (4) Typing, computer, bookkeeping and accounting efficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and ability to keep financial records accurately. Possess effective computer, bookkeeping and accounting skills. Ability to learn and effectively use designated software. Positive communication skills both oral and written. Good people skills. Understanding of District policies related to school internal accounts.

**REPORTS TO:**

School Principal or Designee

#### JOB GOAL

To manage the school funds in a fair and equitable manner through accurate accountability and amicable relationships with all stakeholders.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Receive and receipt all monies deposited with the school.
- \* (2) Process all purchase orders in compliance with District policy.
- \* (3) Maintain all accounting records in compliance with District policy.
- \* (4) Assist staff to utilize funds and deposit funds in compliance with District policy.
- \* (5) Assist Principal in the preparation of the annual budget for supplies and equipment.
- \* (6) Requisition supplies and equipment as requested by Principal and/or staff.
- \* (7) Monitor all budget funds and grant monies assigned to the school.
- \* (8) Receive all supplies and equipment and distribute to appropriate staff members.
- \* (9) Maintain professional relationships with all personnel.
- \* (10) Develop and submit monthly reports as required.
- \* (11) Attend workshops for updating software information and other professional growth needs.
- \* (12) Prepare materials for auditors and cooperate fully with audit needs.
- \* (13) Keep the Principal well informed on all aspects of fund production and expenditures.
- \* (14) Pay all bills in a timely manner.
- \* (15) Communicate with vendors as necessary.
- \* (16) Demonstrate initiative in the performance of assigned responsibilities.
- \* (17) Provide for a safe and secure workplace.
- \* (18) Model and maintain high ethical standards.

**BOOKKEEPER, ELEMENTARY AND MIDDLE SCHOOL (Continued)**

- \*(19) Follow attendance, punctuality and proper dress rules.
- \*(20) Maintain confidentiality regarding school matters.
- \*(21) Maintain positive relationships with staff and vendors.
- \*(22) Participate in workshops and training sessions as required.
- \*(23) Communicate effectively with staff and vendors.
- \*(24) Respond to inquiries and concerns in a timely manner.
- \*(25) Prepare all required reports and maintain all appropriate records.
- \*(26) Follow all School board policies, rules and regulations.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Demonstrate support for the School District and its goals and priorities.
- \*(29) Sustained focus and attention to detail for extended periods of time.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities