

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BOOKKEEPER, HIGH SCHOOL

**SALARY SCHEDULE: SSP10**

**COST CENTER: HIGH SCHOOL (VARIES)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum score of ninety percent (90%) on bookkeeping test within 6 months of hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of computer program, Microsoft Word, Excel and Access. Understanding of state and local policies relative to public funds. Understanding of accounting processes. Time management skills. Good organization skills. Good people skills.

**REPORTS TO:**

School Principal or Designee

#### JOB GOAL

To manage internal funds in a fair and equitable manner and within all rules, policies and guidelines for use of public funds.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Establish individual accounts for all activities which function within the school.
- \* (2) Receipt all monies received from sponsors, athletic director, classes, clubs and other events.
- \* (3) Count monies in the presence of sponsor to ascertain accuracy before receipting.
- \* (4) Maintain all activity fund records, including transactions and reports.
- \* (5) Deposit all funds in a timely manner.
- \* (6) Process student activity internal account purchase orders.
- \* (7) Receive orders, check accuracy of vendor and distribute materials to appropriate staff member.
- \* (8) Communicate with vendor if orders are incomplete.
- \* (9) Work with Principal to develop an annual budget for supplies and equipment (District funds).
- \* (10) Requisition and receive all orders from budget purchase orders.
- \* (11) Communicate with District purchasing agent or warehouse manager to resolve problems as needed.
- \* (12) Work with teachers, Principal and other staff members to assure that basic information relative to internal accounts and budgetary processes are understood and followed.
- \* (13) Monitor fund raising activities and ascertain all policies are followed.
- \* (14) Communicate with vendors as needed.
- \* (15) Pay all bills in a timely manner.
- \* (16) Demonstrate initiative in the performance of assigned responsibilities.
- \* (17) Provide for a safe and secure workplace.
- \* (18) Model and maintain high ethical standards.
- \* (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.

**BOOKKEEPER, HIGH SCHOOL (Continued)**

- \* (23) Respond to inquiries and concerns in a timely manner.
- \* (24) Prepare all required reports and maintain all appropriate records.
- \* (25) Follow all School Board policies, rules and regulations.
- \* (26) Exhibit interpersonal skills to work as an effective team member.
- \* (27) Demonstrate support for the School District and its goals and priorities.
- \* (28) Sustained focus and attention to detail for extended periods of time.
- (29) 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