

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III/BOOKKEEPER

SALARY SCHEDULE: SSP-9

COST CENTER: CURRICULUM & INSTRUCTION

QUALIFICATIONS:

- (1) Must receive a minimum score of 90% on Microsoft Word test.
- (2) Must score a minimum of 90% on the bookkeeping test within 6 months of hire.
- (3) Skilled in word processing, spreadsheet and graphics.
- (4) Ability to communicate in a customer-friendly, effective, professional manner.
- (5) Ability to work in team environment, negotiating workloads and responsibilities with others on the Curriculum and Instruction team.
- (6) Knowledge of office machines and routine business office procedures.
- (7) Ability to take direction from more than one person and flexibility in assignments.
- (8) Experience in education/school environment; knowledge of educational policies, procedures terminology, programs.
- (9) Experience in grants management in relationship to bookkeeping responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

The secretary/bookkeeper position for Curriculum and Instruction will be responsible for coordinating support functions related to the services provided by the Curriculum and Instruction Departments, including School Improvement and Staff Development. The Department provides training and related services to schools and to all employees of the school district. The secretary/bookkeeper will have extensive contact by phone and in the office with a range of clients: administrators, teachers, parents, community, and classified employees. The position requires versatility and flexibility, and a high level of professionalism.

REPORTS TO:

Cost Center Head

JOB GOAL

To manage special revenue and general operating 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) Manage and track the department budget and grant budgeting, including the preparation and processing of all purchase orders, contracts, leave forms, budget reports, and related forms and procedures.
- * (2) Develop and maintain management support applications such as scheduling, calendars, progress reports, inventories, etc., including selecting and learning new computer applications, to assist professional and clerical staff.
- * (3) Perform routine office and business functions related to telephone, computers, greeting and assisting customers, mail, telecommunications, etc.
- * (4) Perform department support functions such as facility scheduling, media and material preparation, trainer support, customer support and comfort, registration, course announcements, etc.
- * (5) Maintain department files and records in a professional and organized manner, consistent with needs and Board and Department policies.

ADMINISTRATIVE ASSISTANT III / BOOKKEEPER (Continued)

- * (6) Complete word processing, spreadsheet, and graphics work utilizing adopted computer software/applications on PC platform using Microsoft Word, Excel, Access, PowerPoint; be willing to learn new applications.
- * (7) Prepare Board Agenda items, E-mail and BBS items.
- * (8) Perform development and production support functions related to training materials and communications, such as copying, assembly, and distribution; coordinate these functions among other support staff.
- * (9) Receive orders, check accuracy of vendor and distribute materials to appropriate staff member.
- * (10) Work with cost center head to develop an annual budget for supplies and equipment (District funds).
- * (11) Requisition and receive all orders from budget purchase orders.
- * (12) Communicate with District purchasing agent or warehouse manager to resolve problems as needed.
- * (13) Work with cost center head and other staff members to assure that basic information relative to budgetary processes are understood and followed.
- * (14) Monitor fund activities and ascertain that all policies are followed.
- * (15) Communicate with vendors as needed.
- * (16) Process invoice approvals in a timely manner.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Provide for a safe and secure workplace.
- * (19) Model and maintain high ethical standards.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school matters.
- * (22) Maintain positive relationships with staff and vendors.
- * (23) Participate in workshops and training sessions as required.
- * (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