

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III/BOOKKEEPER – MATERIALS MANAGEMENT

SALARY SCHEDULE: SSP-9

COST CENTER: MATERIALS MANAGEMENT (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience.
- (3) Must receive a minimum score of 90% on the bookkeeping test within 6 months of hire.
- (4) Must receive a minimum score of 90% on the Microsoft Word test; 65% on the Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to keep tangible personal property records accurately. Possess effective secretarial and computer skills. Ability to learn and effectively use designated software. Positive communication skills both oral and written. Good people skills.

REPORTS TO:

Purchasing and Fixed Assets Manager

JOB GOAL

To manage tangible personal property records through accurate accountability and amicable relationships with all stakeholders; manage department 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) Analyze purchase orders to identify capitalizable tangible personal property.
- * (2) Process and complete equipment transfer, deletion and surplus reports.
- * (3) Maintain all fixed asset records in compliance with District policy.
- * (4) Prepare deletion and surplus lists as required for School Board approval.
- * (5) Process and complete vehicle report and submit an annual report to the Risk Manager.
- * (6) Complete necessary title work for vehicles and obtain registrations and tags from the local tag office.
- * (7) Maintain tangible personal property ledgers as prescribed by Florida Statutes.
- * (8) Coordinate the reconciliation of fixed asset records monthly and with Financial Services on an annual basis.
- * (9) Prepare and maintain payroll records as assigned.
- * (10) Develop and submit monthly reports as required.
- * (11) Attend workshops for professional growth needs.
- * (12) Assist in the training of District personnel regarding the annual inventory process and related activities.
- * (13) Perform record retention coordinator duties for the Fixed Assets Department.
- * (14) Prepare annual report of unmarked equipment for Financial Services.
- * (15) Communicate with vendors as necessary.

ADMINISTRATIVE ASSISTANT III/BOOKKEEPER – MATERIALS MANAGEMENT (Continued)

- * (16) Manage and track the Materials Management Department budget including the preparation and processing of all purchase requisitions, payments, budget reports and related forms and procedures.
- * (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 department matters.
- * (21) Maintain positive and professional 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