

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II / BOOKKEEPER

SALARY SCHEDULE: SSP-6

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) Must receive a minimum score of 80% on the Microsoft Word test.
- (5) Minimum of one (1) year secretarial experience.
- (6) 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. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision.

REPORTS TO:

Cost Center Head

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained; and to manage the school/department funds in a fair, equitable manner through accurate accountability and amicable relationships with all stakeholders.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform secretarial and clerical tasks and manage the day-to-day processing of communications, records, and secretarial duties within the office.
- * (2) Process all purchase orders in compliance with District policy.
- * (3) Maintain all accounting records in compliance with District policy.
- * (4) Assist to utilize/deposit funds in compliance with District policy.
- * (5) May assist in the preparation of the annual budget for supplies and equipment.
- * (6) Requisition supplies and equipment as requested.
- * (7) Receive supplies and equipment and distribute to appropriate staff members.
- * (8) Monitor budget funds as assigned.
- * (9) Maintain professional relationships with all personnel.
- * (10) Process communications, including telephone calls, Faxes and mail.
- * (11) Develop and submit monthly reports as required.
- * (12) Attend workshops for updating software information and other professional growth needs.
- * (13) Keep the Administrator well informed on all aspects of fund production and expenditures.

ADMINISTRATIVE ASSISTANT II / BOOKKEEPER (continued)

- * (14) Communicate effectively with public, students, coworkers, vendors and administration.
- * (15) Operate a variety of office equipment, including computer.
- * (16) Prepare materials for auditors and cooperate fully with audit needs.
- * (17) Create, type, duplicate, assemble and/or distribute documents and correspondence.
- * (18) Pay all bills in a timely manner.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Provide for a safe and secure workplace.
- * (21) Model and maintain high ethical standards.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Maintain confidentiality regarding school matters.
- * (24) Maintain positive relationships with staff and vendors.
- * (25) Participate in workshops and training sessions as required.
- * (26) Communicate effectively with staff and vendors.
- * (27) Respond to inquiries and concerns in a timely manner.
- * (28) Prepare all required reports and maintain all appropriate records.
- * (29) Follow all School board policies, rules and regulations.
- * (30) Exhibit interpersonal skills to work as an effective team member.
- * (31) Demonstrate support for the School District and its goals and priorities.
- * (32) Sustained focus and attention to detail for extended periods of time.
- (33) 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