

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

REGISTRAR/BOOKKEEPER

SALARY SCHEDULE: SSP-9

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Achieve a passing score on the District Administered Registrar Test.
- (3) Minimum score of eighty-five percent (85%) for middle school bookkeeper.
- (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. Understanding of District policies related to school internal accounts. Knowledge of state age and immunization requirements. Positive communication skills both oral and written. Good people skills. Knowledge of teachers and school personnel expectations

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. To facilitate student enrollment, record keeping and storage in compliance with federal, state and local guidelines

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) Develop and submit monthly reports as required.
- * (10) Attend workshops for updating software information and other professional growth needs.
- * (11) Prepare materials for auditors and cooperate fully with audit needs.
- * (12) Keep the Principal well informed on all aspects of fund production and expenditures.
- * (13) Pay all bills in a timely manner.
- * (14) Communicate with vendors as necessary.
- * (15) Register and input data on all new students.
- * (16) Facilitate transfers / withdrawals of outgoing students.

REGISTRAR/BOOKKEEPER (Continued)

- *(17) Request and transfer student cumulative records.
- *(18) Maintain student permanent records and census information.
- *(19) Sort and distribute grade sheets and report cards.
- *(20) Input grade changes.
- *(21) Input and maintain all health information.
- *(22) Maintain bus schedules and post changes.
- *(23) Coordinate Record Retention.
- *(24) Collect and file copies of progress.
- *(25) Communicate with Department of Research, Assessment and Evaluation relative to student reassignment and/or school choice.
- *(26) Communicate with County Health Department regarding immunizations, health clinics and other services.
- *(27) Demonstrate initiative in the performance of assigned responsibilities.
- *(28) Provide for a safe and secure workplace.
- *(29) Model and maintain high ethical standards.
- *(30) Follow attendance, punctuality and proper dress rules.
- *(31) Maintain confidentiality regarding school matters.
- *(32) Maintain positive relationships with staff and vendors.
- *(33) Participate in workshops and training sessions as required.
- *(34) Communicate effectively with staff, students, parents, and vendors.
- *(35) Keep supervisor informed of potential problems or unusual events.
- *(36) Respond to inquiries and concerns in a timely manner.
- *(37) Prepare all required reports and maintain all appropriate records.
- *(38) Follow all School board policies, rules and regulations.
- *(39) Exhibit interpersonal skills to work as an effective team member.
- *(40) Demonstrate support for the School District and its goals and priorities.
- (41) 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