

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BOOKKEEPER, INSTRUCTIONAL MATERIALS & LIBRARY SERVICES/CURRICULUM

**SALARY SCHEDULE:** SSP10

**COST CENTER:** Curriculum & Instruction (9054)

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Ninety percent (90%) accounting level scores on the bookkeeping test within 6 months of hire.
- (3) Minimum of two (2) years' experience in accounting.
- (4) Extensive experience using MS Office Suite, particularly Excel
- (5) ESD proficiency preferred

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good working knowledge and expertise in accounting, bookkeeping and office procedures with strong emphasis on budget control and monitoring. Thorough computer operating ability and experience with general office machines. Thorough understanding of cost effectiveness skills and ability to recognize and analyze computerized data. Knowledge of the Instructional Materials & Library Services procedures and organizational structure. Ability to plan, organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge of School Board rules and regulations regarding assigned duties.

**REPORTS TO:**

Instructional Materials & Library Services Manager and Curriculum Department Director

#### JOB GOAL

To coordinate the process of procurement of goods and services necessary for the operation of the Instructional Materials and Library Services Office, as well as support for the Curriculum Department.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Process purchase orders as required.
- \* (2) Maintain contact with the Purchasing Department and Accounts Payable Department regarding purchase orders.
- \* (3) Approve invoices for payment and process Invoice Approval Requests.
- \* (4) Operate computers and interpret data via use of a computer terminal.
- \* (5) Develop and generate computer reports as required.
- \* (6) Support the daily operation of the Instructional Materials & Library Services Department
- \* (7) Monitor account spending and balances as required.
- \* (8) Demonstrate initiative in the performance of assigned responsibilities.
- \* (9) Provide for a safe and secure workplace.
- \* (10) Model and maintain high ethical standards.
- \* (11) Follow attendance, punctuality and proper dress rules.
- \* (12) Maintain confidentiality regarding office matters.
- \* (13) Maintain positive relationships with staff and vendors.
- \* (14) Participate in training sessions and workshops as required.
- \* (15) Communicate effectively with staff and vendors.

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- \*(16) Keep supervisor informed of potential problems or unusual events.
- \*(17) Respond to inquiries and concerns in a timely manner.
- \*(18) Prepare all required reports
- \*(19) Maintain all appropriate records
- \*(20) Serve as Records Retention Coordinator
- \*(21) Follow all School Board policies, rules and regulations.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Demonstrate support for the School District and its goals and priorities.
- \*(24) Sustained focus and attention to detail for extended periods of time.
- \*(25) Perform other 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. 5**

\*Essential Performance Responsibilities