

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BOOKKEEPER ASSISTANT, HIGH SCHOOL

**SALARY SCHEDULE: SSP5**

**COST CENTER: HIGH SCHOOL (VARIES)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum score of seventy percent (70%) on bookkeeping test within 6 months of hire.
- (3) 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:**

School Principal or Designee

#### JOB GOAL

To assist in the managing of school funds in a fair and equitable manner through accurate accountability and amicable relationships with all stakeholders.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist school bookkeeper with all day-to-day financial activities of the school including PCards, travel, purchase orders and warehouse orders.
- \* (2) Assist with receipting and timely deposit of all monies received from sponsors, athletic director, classes, clubs and other events.
- \* (3) Assist with counting monies in the presence of sponsor to ascertain accuracy before receipting.
- \* (4) Assist with maintaining all activity fund records, including transactions and reports.
- \* (5) Assist with requisitions and receive orders.
- \* (6) Receive orders, check accuracy of vendor and distribute materials to appropriate staff member.
- \* (7) Communicate with District purchasing agent or warehouse manager to resolve problems as needed.
- \* (8) Communicate with vendors as needed.
- \* (9) Assist with paying all bills in a timely manner.
- \* (10) Demonstrate initiative in the performance of assigned responsibilities.
- \* (11) Provide for a safe and secure workplace.
- \* (12) Model and maintain high ethical standards.
- \* (13) Follow attendance, punctuality and proper dress rules.
- \* (14) Maintain confidentiality regarding school matters.
- \* (15) Maintain positive relationships with staff.
- \* (16) Participate in workshops and training sessions as required.
- \* (17) Respond to inquiries and concerns in a timely manner.
- \* (18) Follow all School Board policies, rules and regulations.
- \* (19) Exhibit interpersonal skills to work as an effective team member.

**BOOKKEEPER ASSISTANT, HIGH SCHOOL (Continued)**

- \* (20) Demonstrate support for the District and its goals and priorities.
- \* (21) Sustained focus and attention to detail for extended periods of time.
- (22) 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