

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BOOKKEEPER – ACCOUNTABILITY AND CHOICE

SALARY SCHEDULE: SSP10

COST CENTER: OFFICE OF ACCOUNTABILITY AND CHOICE (9016)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must receive a minimum score of 80% on Microsoft Word test.
- (3) Must score a minimum of 90% on the bookkeeping test within 6 months of hire.
- (4) Minimum of two (2) years' experience in accounting.
- (5) ESD proficiency preferred.
- (6) Microsoft Excel proficiency with accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong working knowledge and expertise in accounting, bookkeeping and office procedures. Mastery of accounting computer programs to excel. Strong time management, organization, customer service, and people skills. Strong oral and written communication. Ability to work independently and to handle multiple tasks with accuracy in a fast-paced environment. Knowledge of School Board rules and regulations regarding assignments.

REPORTS TO:

State and Federal Programs and Grants

JOB GOAL

To coordinate the process of procurement of goods and services necessary for the operation of the Office of Accountability and Choice

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Process purchase orders, requisitions, and reimbursements as required in a timely manner.
- *(2) Maintain contact with the Purchasing Department and Accounts Payable Department regarding purchase orders, requisitions, and reimbursements as well as procurement and purchasing processes and rules.
- *(3) Secure quotes/scope of work (as required) for the department as well as school partners for grant-funded activities and process approved invoices for payment.
- *(4) Monitor and/or process purchasing card (pcard) transactions for the department and grant-funded purchases at applicable cost centers.
- *(5) Maintain complete and accurate payroll records as assigned to include grant-funded contracts and stipends.
- *(6) Create records and monitor all applicable department and school-level (traditional, charter, and private schools) inventory utilizing applicable inventory software/programs.
- *(7) Regularly develop and generate reports to monitor, reconcile, and update on grant-funded activities.
- *(8) Develop and maintain accurate record keeping documents and tools for the department and grant funds.
- *(9) Monitor and generate School Board agenda items in a timely manner for grant-funds utilizing applicable management systems.

BOOKKEEPER – ACCOUNTABILITY AND CHOICE (Continued)

- * (10) Monitor account spending and balances for the department and grant funds at applicable cost centers.
- * (11) Demonstrate initiative in the performance of assigned responsibilities, complete assignments with minimum supervision, and respond to inquiries, requests, and concerns in a timely manner.
- * (12) Demonstrate effective communication that promotes transparency, collaboration, and efficiency with all stakeholders and Supervisor to include the identification of potential concerns and problems, possible solutions, timely follow-up activities, and practices for continuous improvement of processes and procedures.
- * (13) Develop and maintain positive relationships with and provide support for internal staff, vendors, school staff (to include traditional, charter, and private schools), and community organizations.
- * (14) Exhibit interpersonal skills and behaviors to work as an effective team member
- * (15) Demonstrate support for the department and district goals and priorities.
- * (16) Provide for a safe and secure workplace.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding all work-related matters.
- * (20) Sustained focus and attention to detail for extended periods of time.
- (21) 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