SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BOOKKEEPER, HIGH SCHOOL

SALARY SCHEDULE: SSP10

COST CENTER: HIGH SCHOOL (VARIES)

QUALIFICATIONS:
(1) High School Diploma or equivalent.
(2) Minimum score of ninety percent (90%) on bookkeeping test.

KNOWLEDGE, SKILLS AND ABILITIES:

REPORTS TO:
School Principal or Designee

JOB GOAL
To manage internal funds in a fair and equitable manner and within all rules, policies and guidelines for use of public funds.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
* (1) Establish individual accounts for all activities which function within the school.
* (2) Receipt all monies received from sponsors, athletic director, classes, clubs and other events.
* (3) Count monies in the presence of sponsor to ascertain accuracy before receipting.
* (4) Maintain all activity fund records, including transactions and reports.
* (5) Deposit all funds in a timely manner.
* (6) Process student activity internal account purchase orders.
* (7) Receive orders, check accuracy of vendor and distribute materials to appropriate staff member.
* (8) Communicate with vendor if orders are incomplete.
* (9) Work with Principal to develop an annual budget for supplies and equipment (District funds).
* (10) Requisition and receive all orders from budget purchase orders.
* (11) Communicate with District purchasing agent or warehouse manager to resolve problems as needed.
* (12) Work with teachers, Principal and other staff members to assure that basic information relative to internal accounts and budgetary processes are understood and followed.
* (13) Monitor fund raising activities and ascertain all policies are followed.
* (14) Communicate with vendors as needed.
* (15) Pay all bills in a timely manner.
* (16) Demonstrate initiative in the performance of assigned responsibilities.
* (17) Provide for a safe and secure workplace.
* (18) Model and maintain high ethical standards.
* (19) Follow attendance, punctuality and proper dress rules.
* (20) Maintain confidentiality regarding school matters.
* (21) Maintain positive relationships with staff and vendors.
BOOKKEEPER, HIGH SCHOOL (Continued)

*(22) Participate in workshops and training sessions as required.
*(23) Respond to inquiries and concerns in a timely manner.
*(24) Prepare all required reports and maintain all appropriate records.
*(25) Follow all School Board policies, rules and regulations.
*(26) Exhibit interpersonal skills to work as an effective team member.
*(27) Demonstrate support for the School District and its goals and priorities.
(28) 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