

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BOOKKEEPER - FACILITIES SERVICES DEPARTMENT

SALARY SCHEDULE: SSP10

COST CENTER: FACILITIES SERVICES (9029)

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 preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

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

REPORTS TO:

Business Manager, Facilities Services

JOB GOAL

To coordinate the process of procurement of goods and services necessary for the operation of the Facilities Services 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) Process approved invoices for payment.
- * (4) Process department purchasing card (pcard) transactions.
- * (5) Maintain complete and accurate payroll records as assigned.
- * (6) Work closely with Fixed Assets in monitoring all department inventory records.
- * (7) Develop and generate computer reports as required.
- * (8) Generate School Board agenda items as required.
- * (9) Monitor account spending and balances as required.
- * (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 and vendors.

- * (16) Participate in training sessions and workshops as required.
- * (17) Communicate effectively with staff and vendors.

BOOKKEEPER SERVICE RESPONSE, FACILITIES SERVICES (Continued)

- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Prepare all required reports and maintain all appropriate records.
- * (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 incidental tasks consistent with the goals and objectives of this position.
- * (26) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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