

SCHOOL DISTRICT OF ALACHUA COUNTY

BOOKKEEPER

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY GRADE:	26	SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) High School Diploma or GED, supplemented by business courses in bookkeeping or accounting;
- (2) Minimum of three (3) years bookkeeping experience; or
- (3) An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of bookkeeping and the ability to apply this knowledge to work situations. Considerable knowledge of the laws, rules, and regulations controlling budget, internal record keeping activities, and contract procedures. Ability to prepare complete and accurate accounting records and statements. Ability to keep complex records, to assemble and organize data and to prepare reports from such records. Ability to express oneself clearly and concisely, orally and in writing. Ability to operate standard office machines. Proficiency in the use of computers and their operation and ability to use designated software.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To maintain accurate and thorough financial accounting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Plan, perform, and maintain the recording of transactions to accounts receivable and payable.
- *(2) Prepare periodic financial and statistical statements, reports, and tabulations.
- *(3) Enter data on computer and produce periodic computer-generated reports.
- *(4) Maintain payroll transactions.
- *(5) Issue purchase orders and check invoices; prepare checks.
- *(6) Reconcile reports and bank accounts.
- *(7) Classify and record daily receipts and disbursements.
- *(8) Prepare daily reports, bank balance reports and other related reports.
- *(9) Keep records and controls of school budget transactions.
- *(10) Receive and audit monies collected from various sources.
- *(11) Adhere to applicable safety standards.
- *(12) Attend all staff meetings and workshops.
- *(13) Assist with maintaining a clean and orderly environment.

BOOKKEEPER (Continued)

- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems of unusual events.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Maintain expertise in assigned area.
- * (23) Manage time efficiently.
- * (24) Model and maintain high ethical standards.
- * (25) Participate in cross-training activities as required.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (27) Prepare all required reports and maintain update and accurate records.
- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Represent the District in a positive and professional manner.
- (30) Perform other duties as assigned.
- * (31) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted 10/19/10