

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union*

BOOKKEEPER - ELEMENTARY/MIDDLE SCHOOL

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of three (3) years of experience in bookkeeping, accounting or an equivalent combination of training and experience
- Thorough knowledge of accounting and bookkeeping procedures
- Familiarity with auditory procedures, laws, rules and regulations regarding recordkeeping and procedures for county schools
- Ability to handle several job responsibilities simultaneously and meet deadlines
- Knowledge of office practices and clerical procedures
- Computer knowledge and skills and the ability to implement new computer programs, as well as operation of other office equipment (i.e., fax machines, copy machine, etc.)
- Knowledge of human resources and employee relations
- Knowledge of Red Book
- Ability to make decisions with minimal supervision
- Must possess a valid Florida driver's license

Desired Qualifications:

- Ability to pass typing test of 50 words per minute

Performance Responsibilities:

- Receipt monies, post receipts and make daily bank deposits of monies collected within school
- Responsible for handling documents for school fundraising activities
- Audit student/teacher receipt books
- Prepare and issue all internal account purchase orders; number and maintain log
- Advise and assist teachers and sponsors on rules and regulations of internal accounts and procedures
- Certify all bills for payment; write and issue all checks for payment and distribute checks
- Post disbursements; keep account of all expenditures
- Prepare monthly Sales Tax Report (in accordance with Department of Education regulations) and issue check
- Reconcile monthly bank statement
- Maintain petty cash fund
- Prepare monthly Financial Report and other regularly scheduled reports as needed throughout the year
- Prepare End of Year closing and rollover accounts for new school year and prepare paperwork for audits

- Assist principals in preparation of annual budget
- Transfer funds to proper accounts once budget monies are allocated to school
- Maintain, implement and track expenditures for the fiscal year for all staff and departments
- Prepare requisitions through mainframe including proper coding
- Prepare warehouse requisitions; check in and distribute supplies
- Order textbooks; receive and check in all materials, supplies and equipment
- Maintain phone contact with vendors regarding price quotes, invoice errors, missing or damaged items, etc.
- Certify items received and verify invoice amounts with purchase order and approve invoices for payment
- Prepare payroll for all employees and substitutes (including Saturday School if applicable)
- Verify and distribute employee checks
- Prepare and post daily sign-in sheets for employees and substitutes
- Prepare and maintain supplemental positions list, forms and payroll
- Prepare online postings
- Maintain personnel database (position control numbers, job codes, certification information, etc.)
- Assist and prepare reports and information as needed for the district office departments (Personnel Action Forms, staff reports, reappointment lists)
- Maintain school personnel files, teacher contracts, etc.
- Maintain teacher check-out form at end of school year
- Collect and log teacher observations and evaluations, and prepare staff evaluations
- Attend confidential meetings and conferences and type all letters, information and notes
- Maintain confidential and principal's files
- Open and review all mail, memos and other materials addressed to the principal
- Screen principal's phone calls and visitors and assist the person when possible or direct to the appropriate office
- Type and compose general correspondence
- Set up interviews for job openings and notify job candidates when a position has been filled
- Take minutes at faculty and team leaders' meetings and transcribe and distribute to staff
- Attend meetings and disseminate information to staff in regards to insurance and benefits
- Coordinate meetings with staff and insurance vendors
- Act as risk management contact for site, which includes completing Notice of Injury Reports, maintaining workers' comp log, etc.
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation by principal and/or administrative designee

Terms of Employment:

12-month employment

*If designated as confidential clerical position at site, non-union

Salary:

Salary based upon approved salary schedule - Noninstructional Level N

If designated as confidential clerical position at site, see salary schedule - Confidential Level E

Job Code:

73097

Board Approved: 08/18/98

Revised: 01/20/09, 05/17/11, 09/06/11