

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union\*

<b>BOOKKEEPER - HIGH SCHOOL</b>
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**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 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 machine, 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 quarterly 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 and the end of the fiscal year audit
- Responsible for preparation, verification and balancing of all monies generated by the theater
- Responsible for beginning change box preparation and verification for all athletic events

- Prepare and process payroll for all employees and substitutes
- Prepare and process all supplemental position forms
- Responsible for all workers' compensation claims paperwork and follow-up information
- 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 done by principal and/or administrative designee

**Terms of Employment:**

12-month employment

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

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level O

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

**Job Code:**

73097

Board Approved: 08/18/98

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