

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>BOOKKEEPER – OFFICE OF SAFE SCHOOLS</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Minimum of two (2) years of business experience in purchasing or accounting
- Knowledge of bookkeeping, purchasing methods and procedures
- Ability to use computers
- Knowledge of office practices and procedures
- Must possess a valid Florida driver's license

**Performance Responsibilities:**

- Serve as the secretary for the Director of Safe Schools and is the clerical support for the department
- Responsible for processing all work orders that come in for locksmiths and camera technicians
- Responsible for granting access control for online locking systems for personnel once approval is granted
- Responsible for maintaining drill compliance schedule
- Provide back up support for entering threat assessments as needed
- Completing payroll for department, including additional staff recently assigned
- Responsible for coordinating paperwork for requests and assignment of deputy detail
- Assist in the approval of requisitions for supplies per budget
- Process incoming orders and the approval for payment in coordination with the appropriate personnel
- Utilize mainframe system to process purchase orders
- Maintain effective filing system for purchase orders, invoices, deliveries, correspondence, etc.
- Input and maintain various records on computer for budget transfers and correspondence to vendors
- Maintain inventory records regarding delivery, invoices, etc.
- Check purchase orders and invoices for payment and submit them to the Finance Department for approval of payment
- Balance monthly statements from vendors
- Assist in budget preparation and recordkeeping
- Prepare quotes on products and services up to minimum bid limit
- Prepare bid invitations and agenda requests when required for purchases
- Confer with school bookkeepers and supervisors on invoices, statements, purchase orders and vendor services as needed
- Assist in coordinating the annual review of site-based safety and security plans
- Maintain and forward to emergency response agencies the district's after-hours emergency contact list
- Assist in the scheduling of all agencies conducting safety and security assessments and training exercises at School Board facilities
- Assist in coordinating annual security assessments of School Board facilities
- Work with all sites and the Professional Development Department to coordinate training provided by Office of Safe Schools
- May be assigned confidential duties and responsibilities relating to labor relations, collective bargaining, litigation or administrative proceedings involving employment-related matters

- Perform other duties as assigned by the Director of Safe Schools 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 Director of Safe Schools and/or designee

**Evaluation:**

Annual evaluation done by the Director of Safe Schools and/or administrative designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Confidential Level F

**Job Code:**

81097

Board Approved: 6/25/19