

BOOKKEEPER LEAD MENTOR SUPPLEMENT

Required Qualifications:

- Minimum of five (5) years of successful bookkeeper experience in a Bookkeeper position in Hernando County Schools
- Demonstrate the ability to work cooperatively and effectively with other professional staff members in a mentor/mentee role
- Demonstrate leadership skills among peers and colleagues
- Considerable knowledge of Red Book and School Board Policy
- Be dedicated to sharing insight and experiences with the next generation of Bookkeepers
- Must have current administrator approval as this supplement is part of the normal work day

Desired Qualifications:

- An interest in applying for any openings that may become available within the Finance Department

Performance Responsibilities:

- Responsible for guiding and supporting continued bookkeeper improvement throughout all district schools
- Lead by example, supporting rules and procedures of the Finance Department as well as the goals to carry out ongoing Bookkeeper training
- Create opportunities for Bookkeepers across school sites to collaborate and learn from one another
- Facilitate and update the development of standards and objectives for Mentor/Mentee
- Coach and mentor new Bookkeepers with three years or less experience with on-site/phone assistance when needed
- Assist in the training of new Bookkeeper staff as suggested by the Finance Department
- Support in the developmental growth of new Bookkeepers
- Assist Bookkeepers with school-specific problem solving processes
- Demonstrate and share knowledge of Bookkeeping processes, norms, due dates with Mentee
- Share information and communication with Finance on Mentee progress by weekly email/log
- Submit to Finance all Mentor/Mentee meeting notes weekly with items discussed or reviewed
- Submit areas of concern to be monitored throughout the year on Mentee
- Be a resource to Mentee on TERMS/SBAA screens related to the job
- Work closely with the Finance Department pertaining to Bookkeeper development and progression
- Display a positive attitude in actions and interpersonal relations with staff
- Exemplify the attributes of a professional role model through behavior, attitude, and team concept

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

Terms of Employment:

Position is a term of one (1) year. Re-apply for any subsequent year desired. Must be employed as a Bookkeeper for the entire fiscal year (July-June) in order to receive supplement. If you are in DROP, you must complete the entire fiscal year. The supplement will not be prorated. The Superintendent of Schools may terminate or reassign supplement at any time

Salary:

Payment is \$1,500.00 for fiscal year