

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III/BOOKKEEPER [SECRETARY] – FIXED ASSETS

SALARY SCHEDULE: [S2] SSP-10

COST CENTER: MATERIALS MANAGEMENT (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience.
- [(3)] [Demonstrable computer proficiency using word processing and spreadsheets.]
- (3) Must receive a minimum score of 90% on the bookkeeping test.
- (4) Must receive a minimum score of 90 on the Microsoft Word test; 65 on the Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to keep tangible personal property records accurately. Possess effective secretarial and computer skills. Ability to learn and effectively use designated software. Positive communication skills both oral and written. Good people skills.

REPORTS TO:

Purchasing and Fixed Assets Manager [Supervisor of Media, Instructional Materials, and Fixed Assets or Designee]

JOB GOAL

To manage tangible personal property records through accurate accountability and amicable relationships with all stakeholders.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Analyze purchase orders to identify capitalizable tangible personal property.
- * (2) Process and complete equipment transfer, deletion and surplus reports.
- * (3) Maintain all fixed asset records in compliance with District policy.
- * (4) Prepare quarterly deletion and surplus lists for School Board approval.
- * (5) Process and complete district burglary and vandalism reports and submit an annual report to the Risk Manager.
- * (6) Complete necessary title work for vehicles and obtain registrations and tags from the local tag office.
- * (7) Maintain tangible personal property ledgers as prescribed by Florida Statutes.
- * (8) Coordinate the reconciliation of fixed asset records with Financial Services on a monthly basis.
- * (9) Maintain professional relationships with all personnel.
- * (10) Develop and submit monthly reports as required.
- * (11) Attend workshops for updating software information and other professional growth needs.
- * (12) Prepare materials for auditors and cooperate fully with audit needs.
- * (13) Perform record retention coordinator duties for the department.
- * (14) Prepare annual report of unmarked equipment for Financial Services.
- * (15) Communicate with vendors as necessary.
- [* (16)] [Demonstrate initiative in the performance of assigned responsibilities.]

BOOKKEEPER/SECRETARY – FIXED ASSETS (Continued)

- *(16) Manage and track the department budget including the preparation and processing of all purchase orders, budget reports and related forms and procedures.
- *(17) Provide for a safe and secure workplace.
- *(18) Model and maintain high ethical standards.
- *(19) Follow attendance, punctuality and proper dress rules.
- *(20) Maintain confidentiality regarding department matters.
- *(21) Maintain positive relationships with staff and vendors.
- *(22) Participate in workshops and training sessions as required.
- *(23) Communicate effectively with staff and vendors.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Follow all School Board policies, rules and regulations.
- *(27) Exhibit interpersonal skills to work as an effective team member.
- *(28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 05

*Essential Performance Responsibilities