

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ADMINISTRATIVE ASSISTANT III / BOOKKEEPER - PURCHASING

**SALARY SCHEDULE: SSP-9**

**COST CENTER: DISTRICT WIDE**

**QUALIFICATIONS:**

- 1) High School Diploma or equivalent.
- 2) Must receive a minimum score of 90[%] on Microsoft Word test; 65[%] on the Excel test.
- 3) Must receive a minimum score [score a minimum] of 90% on the bookkeeping test.
- 4) Two (2) years bookkeeping experience with knowledge of general office operations [preferred].
- 5) [Demonstrable computer proficiency using word processing and spreadsheets.]

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of computer programs including Microsoft Word, Excel, and PowerPoint. Knowledge of federal, state and District rules, regulations and policies. Understanding of accounting processes. Good time management, organization and people skills. Good oral and written communication skills. Considerable knowledge of office practices and procedures and operation of office equipment. Ability to maintain confidentiality. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations.

**REPORTS TO:**

Purchasing and Fixed Assets Manager

#### JOB GOAL

To perform the duties and responsibilities of the position so that the effectiveness and efficiency of the office is maintained.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Meet with cost center heads or designees as required regarding furniture, fixtures and equipment for new construction, remodeling, or replacement of existing items.
- \* (2) Revise furniture standardization as necessary.
- \* (3) Input and process requisitions/purchase orders from inception to completion for the department and district projects, as assigned.
- \* (4) Communicate effectively with vendors regarding quotes, product pricing, expediting orders, and vendor applications.
- \* (5) Attend bid openings, tabulate bids and proofread associated documents, as requested.
- \* (6) Confer with department representatives regarding the preparation of bid packages, bid evaluation, and award.
- \* (7) Obtain and interpret market prices and trends and apply such interpretations to procurement problems.
- \* (8) Review applicable purchase orders and ensure that all purchases are made pursuant to purchasing procedures and regulations.
- \* (9) Maintain a catalog library of vendors, products and services.
- \* (10) Perform routine office and business functions related to phone calls, greeting and assisting customers, mail, telecommunications, etc.

**ADMINISTRATIVE ASSISTANT III / BOOKKEEPER - PURCHASING (Continued)**

- \*(11) Manage and track the department budget including the preparation and processing of all purchase orders, budget reports and related forms and procedures.
- \*(12) Maintain department files and vendor records in a professional and organized manner, consistent with department needs and district policies.
- \*(13) Complete word processing, spreadsheet, and graphics work utilizing adopted computer software applications including Microsoft Word, Excel, and PowerPoint.
- \*(14) Maintain payroll records as assigned.
- \*(15) Receive orders, verify accuracy of vendor and distribute materials to appropriate staff members.
- \*(16) Maintain confidentiality.
- \*(17) Communicate effectively and maintain positive working relationships with the public, coworkers, vendors and administration.
- \*(18) Receipt all monies received and process funds in a timely manner.
- \*(19) Work with the Cost Center Head to develop an annual budget for supplies and equipment.
- \*(20) Submit accurate reports in a timely manner and maintain all appropriate records.
- \*(21) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- \*(22) Process invoices and approval forms in a timely manner.
- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Provide for a safe and secure workplace.
- \*(25) Follow attendance, punctuality and proper dress rules.
- \*(26) Keep supervisor informed of potential problems and unusual events.
- \*(27) Participate in workshops and training sessions as required.
- \*(28) Follow all School Board policies, rules and regulations.
- \*(29) Complete assignments with minimal supervision.
- \*(30) Demonstrate support for the School District and its goals and priorities.
- (31) 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