

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### BOOKKEEPER SPECIALIST

**SALARY SCHEDULE: SSP12**

**COST CENTER: FINANCIAL SERVICES DEPARTMENT (9038)**

#### QUALIFICATIONS:

- (1) Associates Degree or equivalent in appropriate discipline preferred
- (2) Minimum of seven (7) years experience in school bookkeeping or relevant work experience
- (3) Knowledge of school internal accounts software systems
- (4) Knowledge and experience in District financial, human resource, and payroll software and Microsoft Office products
- (5) Minimum score of ninety percent (90%) on District required bookkeeping test.
- (6) Knowledge of student information systems preferred
- (7) Experience with training personnel preferred

#### KNOWLEDGE, SKILLS AND ABILITIES:

Specialized knowledge and profound understanding of School District and School Internal Account bookkeeping. Knowledge of Financial and Program Cost Accounting and Reporting for Florida Schools, Florida State Statutes and State Board of Education and School Board Rules. Fully proficient in training and interviewing personnel with an ability to deal with District staff, outside agencies and the general public in a professional manner. Ability to perform highly responsible duties necessary to support the District. Ability to exercise independent judgment in assigned duties. Demonstrate accomplished oral and written communication skills. Effective organizational and analytical skills with ability to prioritize and respond timely and accurately to deadlines and handle multiple tasks in stressful situations. Knowledge of District and school internal account finance, human resources and payroll software and Microsoft Office applications.

#### REPORTS TO:

Accounting Supervisor

#### JOB GOAL

To ensure that all School Board and School Internal Account bookkeeping is carried out according to the rules, regulations and guidelines set forth by the State of Florida and the School Board of Sarasota County and provide liaison function for annual audits.

#### DIRECTS:

Directs and provides resource and backup for all school and department bookkeepers

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Oversee and monitor Internal Accounts for all school sites including review of monthly Principal Reports
- \*(2) Participate in the interview and selection process of new bookkeepers
- \*(3) Provide training and/or re-training to all school and department bookkeepers
- \*(4) Conduct periodic review of school bookkeepers to monitor compliance with applicable policies and procedures
- \*(5) Serve as subject matter expert and resource for all bookkeepers

**BOOKKEEPER SPECIALIST (continued)**

- \* (6) Maintain and update the Internal Accounts Manual for the District
- \* (7) Primary instructor for all school level financial software used for tracking the Internal Accounts at school sites
- \* (8) Prepare bank reconciliations for all Internal Accounts monthly
- \* (9) Implement school level financial software systems, as applicable
- \* (10) Serve as backup for site bookkeepers as needed
- \* (11) Perform pre-audit function for internal account purchasing card transactions
- \* (12) Conduct meetings for bookkeepers and county staff as appropriate
- \* (13) Monitor and comply with all applicable state and federal regulations regarding School Internal Accounts
- \* (14) Liaison for Internal Accounts audit
- \* (15) Demonstrate initiative in the performance of assigned responsibilities
- \* (16) Model and maintain high ethical standards
- \* (17) Follow attendance, punctuality and proper dress rules
- \* (18) Maintain confidentiality
- \* (19) Maintain positive relationships with coworkers, school personnel, vendors and administrators
- \* (20) Keep well informed about current trends and best practices in areas of responsibility
- \* (21) Maintain expertise in assigned areas to fulfill project goals and objectives
- \* (22) Keep supervisor informed of potential problems or unusual events
- \* (23) Utilize appropriate strategies and problem-solving tools to make decisions concerning service delivery and evaluation
- \* (24) Prepare all required reports and maintain all appropriate records
- \* (25) Demonstrate support for the School District and its goals and objectives
- (26) Assist the Financial Services Department with other functions as assigned

**PHYSICAL REQUIREMENTS:**

Medium Work: 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 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. 10**

\*Essential Performance Responsibilities