

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BOOKKEEPER – CONSTRUCTION SERVICES DEPARTMENT

SALARY SCHEDULE: SSP-10

COST CENTER: CONSTRUCTION SERVICES DEPARTMENT (9042)

QUALIFICATIONS:

- 1) High school diploma or equivalent.
- 2) Must receive a minimum score of 90% on Microsoft Word test.
- 3) Must score a minimum of 90% on the bookkeeping test.
- 4) Minimum of two (2) years' experience in accounting.
- 5) ESD proficiency preferred
- 6) Excel proficiency preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Good working knowledge and expertise in accounting, bookkeeping and office procedures. Thorough understanding of cost effectiveness skills and ability to reconcile and analyze large account projects. Knowledge of computer programs. Knowledge of federal, state, city/county and district rules, regulations and policies. Knowledge of construction industry procedures and terminology. Good time management, organization and people skills. Good oral and written communication skills. Considerable knowledge of office practices/procedures and operation of office equipment. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

Cost Center Head

JOB GOAL

To provide accounting, data development analysis, file management and network management support for the operation of the Construction Services Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Process and monitor the progress of CSD's capital project purchase orders, direct material purchase orders (DMPO) and departmental purchase orders.
- * (2) Process and monitor architect, engineer, and construction manager contract payments.
- * (3) Maintain contact with the Purchasing Department, Accounts Payable Department and District Vendors regarding purchase orders and invoices.
- * (4) Approve and process invoices for payment in ESD as required.
- * (5) Receive orders, check accuracy of vendor invoices and process as required.
- * (6) Generate reports to support budget analysis.
- * (7) Maintain electronic log sheets for various specialized services and purchase orders as required.
- * (8) Process and monitor work orders in Archibus.
- * (9) Maintain confidentiality.
- * (10) Communicate effectively and maintain positive working relationships with staff, vendors, and construction industry personnel and administration.
- * (11) Work with Cost Center Head to develop an annual department budget for supplies and equipment (District

BOOKKEEPER – CONSTRUCTION SERVICES DEPARTMENT (Continued)

- funds).
- *(12) Submit accurate reports in a timely manner and maintain all appropriate records.
 - *(13) Transfer electronic information to and from architects, engineers, and construction managers to ensure a standard project data base.
 - *(14) Process CSD & LRP payroll in ESD and electronically maintain payroll records accurately as assigned.
 - *(15) Exhibit interpersonal skills to work as an effective team member.
 - *(16) Demonstrate initiative in the performance of assigned responsibilities.
 - *(17) Provide for a safe and secure workplace.
 - *(18) Follow attendance, punctuality and proper dress rules.
 - *(19) Keep supervisor informed of potential problems and unusual events.
 - *(20) Participate in workshops and training sessions as required.
 - *(21) Follow all School Board policies, rules and regulations.
 - *(22) Complete assignments with minimum supervision.
 - *(23) Demonstrate support for the District / Department and its goals & priorities.
 - *(24) Maintain a courteous and professional manner.
 - *(25) 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