

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III/ BOOKKEEPER

COMMUNICATIONS & COMMUNITY RELATIONS

SALARY SCHEDULE: SSP-9

COST CENTER: COMMUNICATIONS AND COMMUNITY RELATIONS 9075

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 80% on the bookkeeping test.
- 4) Two (2) years experience with knowledge of general office operation preferred.
- 5) Excel experience preferred
- 6) In-Design, Publisher, Photo Shop and PowerPoint experience preferred
- 7) Knowledge of and experience with Florida public records laws preferred
- 8) Demonstrated customer service experience preferred
- 9) Experience in supporting multiple administrators preferred
- 10) Payroll and/or personnel experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer programs, Microsoft Word, Excel and Access. 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:

Director, Communications and Community Relations

JOB GOAL

To perform the duties and responsibilities to ensure the efficient and effective operation of the office; and to manage the school/department funds in a fair, equitable manner and within all rules, policies and guidelines for use of public funds.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Process communications, including telephone calls, faxes and mail.
- * (2) Create, type, duplicate, assemble and/or distribute documents and correspondence.
- * (3) Maintain a variety of files and records.
- * (4) Maintain payroll records as assigned.
- * (5) Receive orders, check accuracy of vendor and distribute materials to appropriate staff member.
- * (6) Prepare agenda items or materials for School Board meetings as assigned.
- * (7) Maintain daily appointment calendar for supervisor, scheduling appointments and meetings.
- * (8) Maintain confidentiality.

ADMINISTRATIVE ASSISTANT III / BOOKKEEPER – COMMUNICATIONS & COMMUNITY RELATIONS (Continued)

- * (9) Communicate effectively and maintain positive working relationships with public, students, coworkers, Vendors and administration.
- * (10) Establish individual accounts for all activities which function within the school/department.
- * (11) Receipt all monies received.
- * (12) Count monies in the presence of sponsor to ascertain accuracy before receipting.
- * (13) Maintain all activity fund records, including transactions and reports.
- * (14) Deposit all funds in a timely manner.
- * (15) Requisition and receive all orders from budget purchase orders.
- * (16) Process purchase orders.
- * (17) Work with Cost Center Head to develop an annual budget for supplies and equipment (District funds).
- * (18) Work with Cost Center Head and other staff members to assure that basic information relative to internal accounts and budgetary processes are understood and followed.
- * (19) Monitor fund raising activities and ascertain all policies are followed.
- * (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) Exhibit interpersonal skills to work as an effective team member.
- * (23) Pay all bills in a timely manner.
- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Provide for a safe and secure workplace.
- * (26) Follow attendance, punctuality and proper dress rules.
- * (27) Keep supervisor informed of potential problems and unusual events.
- * (28) Participate in workshops and training sessions as required.
- * (29) Follow all School Board policies, rules and regulations.
- * (30) Complete assignments with minimum supervision.
- * (31) Demonstrate support for the School District and its goals and priorities.
- * (32) Respond to requests for public records, including retrieval of information, redacting, and billing
- * (33) Supporting layout, design and production of publications
- * (34) Providing supplemental clerical support for PALS volunteer program
- (35) 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

School Board Approved