

Hernando County School Board
Florida

FLSA: Non-Exempt/Non-Union

<u>Bookkeeper-Teaching and Learning Division</u>

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of three (3) years of experience in bookkeeping, accounting or an equivalent combination of training and experience
- Thorough knowledge of accounting and bookkeeping procedures
- Familiarity with auditory procedures, laws, rules and regulations regarding recordkeeping and procedures for schools
- Ability to handle several job responsibilities simultaneously and meet deadlines
- Knowledge of office practices and clerical procedures
- Computer knowledge and skills and the ability to implement new computer programs, as well as operation of other office equipment (i.e., fax machine, copy machine, etc.)
- Knowledge of human resources and employee relations
- Knowledge of Red Book
- Ability to make decisions with minimal supervision
- Must possess a valid Florida driver's license

Desired Qualifications:

- AA Degree or higher in Finance, Accounting or other related fields

Performance Responsibilities:

- Work collaboratively or cooperatively with Academic Services administrators on budget needs
- Prepare and issue all District internal account purchase orders; number and maintain log for multiple departments
- Advise and assist District personnel on rules and regulations of District internal accounts and procedures
- Prepare and deliver bi-weekly payroll worksheets/reports and maintain payroll records
- Work with administrators, purchasing and finance departments to create purchase order requisitions – including but not limited to instructional materials (textbooks) for all sites
- Work and communicate with site bookkeepers for textbook/item receiving and budget transfers for district invoices
- Monitor the status of PO approval levels and communicate with administrators
- Reconcile P-card transactions (monthly)
- Monitor the status of PO approval levels and communicate with administrators
- Certify all bills for payment; write and issue all checks for payment and distribute checks

- Post disbursements; keep account of all expenditures
- Prepare quarterly Sales Tax Report (in accordance with Department of Education regulations) and issue check
- Reconcile monthly bank statement
- Submit Monthly In-District Mileage for all Academic Services
- Prepare monthly Financial Report and other regularly scheduled reports as needed throughout the year and the end of the fiscal year audit for multiple departments in spreadsheets.
- Oversees all instructional materials being purchased
- Ensure that POs are delivered to vendors and administrators
- Budget travel and expense for Directors and Supervisors in Academic Services
- Oversees and disperses budget for Fine Arts and Music
- Oversees budget for World Languages Competition, District History Fair Competition and District Science Fair Competition
- Correspond with Vendors to collect invoices
- Maintains payroll records for Academic Services
- Transfer funds to proper accounts once budget monies are allocated for multiple departments
- Maintains, implements, and tracks expenditures for the Fiscal Year for multiple departments
- Provide monthly balances for multiple programs within College and Careers, Secondary Curriculum, Elementary Curriculum
- Responsible for all workers' compensation claims paperwork and follow-up information
- Perform other duties as assigned by the Assistant Superintendent and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Superintendent and/or designee

Evaluation:

Annual evaluation done by Assistant Superintendent and/or administrative designee

Terms of Employment:

12 – Month employment

Salary:

Confidential Level J

Job Code:

77397

Board Approved:

Revised: