

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

SAFE SCHOOLS ACCOUNTING SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of five (5) years administrative office experience
- Pass typing test of 60 words per minute and demonstrate excellence in typing
- Ability to take and transcribe dictation
- Knowledge of security protocols, equipment and software
- Knowledge of the FDOE School Hardening Grant
- Knowledge of the district school site protocol, district financial procedures, and use of current district software programs
- Advanced computer and software knowledge and skills

Performance Responsibilities:

- Maintain and support strict confidentiality of school security records and data
- Maintain effective filing system computerized and/or hard copy
- Maintain and organize Florida Department of Education (FLDOE) reports, records, and documentation
- Maintain training documentation for School Safety Guardians and School Resource Officers
- Proficient use of grammar, spelling, and punctuation and skilled in composing and typing letters, memorandums, reports, et al, with the ability to communicate and convey ideas effectively and in a professional manner
- Strong written and verbal communication skills to effectively communicate to document and articulate all concerns accurately and clearly, as intended
- Demonstrated initiative and ability to exercise independent judgment and work without direct supervision and with a high sense of urgency and follow-up
- Ability to manage multiple duties concurrently and accurately complete assigned duties within a specified timeline and meeting deadlines as directed
- Assist the Director of Safe Schools in preparing and/or processing Hernando County School District's various reports and documentation to the Florida Department of Education including but not limited to: Guardian disciplinary records, Alyssa's Alert records School Resource Officer Discipline records, etc.
- Process and maintain the annual Safe Schools budget, grants, security initiatives, etc.
- Assist with scheduling the Security Details when required
- Facilitate preparing and scheduling School Board presentations
- Maintain calendar for the Director of Safe Schools and the Threat Assessment Coordinator
- Prepare and maintain annual agreements and agreements with vendors providing contracted services to for schools and the district

- Manage registration for administrative staff attending trainings/workshops and/or meetings and arrange the hotel accommodations and process necessary paperwork for reimbursement from the district or other funding sources
- Research and investigate to assist in compiling data in preparing reports and supporting records
- Meet and deal with the public in an effective and courteous manner
- Develop effective working relationships with officials, department heads and employees
- Schedule meetings and trainings securing locations as needed
- Maintain confidential personnel files
- Serve as bookkeeper for the Office of Safe Schools
- Assist in the daily functions of the department when Director or designee is not available
- Answer phones and direct calls as needed
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Safe Schools 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 Director of Safe Schools and/or designee

Evaluation:

Annual evaluation done by the Director of Safe Schools and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level K

Job Code:

Board Approved:
Revised: