

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## SCHOOL BOOKKEEPER

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test
- (2) Clerical or bookkeeping experience preferred
- (3) Computer proficiency
- (4) Satisfactory criminal background check and drug screening

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic bookkeeping and accounting principles. Knowledge of federal and state laws and regulations and School Board policies as they pertain to job responsibilities. Ability to maintain effective relationships with co-workers. Knowledge of computer technology including the use of accounting software, word processing and spreadsheets. Ability to communicate orally and in writing. Ability to deal effectively and courteously with a variety of people. Ability to plan, organize, prioritize and analyze.

#### REPORTS TO:

Principal

#### JOB GOAL

To perform clerical and bookkeeping functions at the school level in compliance with all applicable laws, rules and regulations.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Verify and maintain fiscal records in accordance with state laws, rules and regulations related to financial procedures.
- \* (2) Maintain accurate files.
- \* (3) Serve as a resource to staff in area of responsibility.
- \* (4) Prepare purchase orders and invoices as required.
- \* (5) Enter data for purchase orders and invoices.
- \* (6) Utilize computer and software applications in area of responsibility.
- \* (7) Prepare financial reports as required.
- \* (8) Make bank deposits and maintain records as required.
- \* (9) Demonstrate initiative in the performance of assigned responsibilities.

##### Employee Qualities/Responsibilities

- \* (10) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (11) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (12) Ensure adherence to good safety standards.

School Bookkeeper - Continued

- \*(13) Maintain confidentiality regarding school/workplace matters.
- \*(14) Model and maintain high ethical standards.
- \*(15) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra-Agency Communication and Delivery**

- \*(17) Assist with the training of school and department personnel as needed.
- \*(18) Provide technical assistance to school employees.
- \*(19) Exercise service orientation when working with others.
- \*(20) Keep supervisor informed of potential problems or unusual events.
- \*(21) Use effective, positive interpersonal communication skills.
- \*(22) Respond to inquiries and concerns in a timely manner.
- \*(23) Serve on department/district committees as required or appropriate.

**System Support**

- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(26) Demonstrate support for the school district and its goals and priorities.
- \*(27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(29) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**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.

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**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.

Board approved: August 11, 2015