

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### BOOKKEEPER, SCHOOL

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years clerical / general office experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of computers and skill in the use of a typewriter, copy machine and other standard office machines. Knowledge of rules and regulations controlling budgetary, internal record-keeping activities and contract procedures. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees. Extensive knowledge of the operation and programs of the school system. Ability to deal effectively and courteously with students, parents, school personnel and the general public.

#### REPORTS TO:

Principal

#### JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office are maintained.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Receive, receipt, deposit and disburse monies collected by the school.
- \* (2) Reconcile bank statements and prepare financial reports.
- \* (3) Prepare purchase orders for all purchases made through the school budgeted funds.
- \* (4) Prepare and submit payment for all purchases.
- \* (5) Prepare and submit payroll as required.
- \* (6) Post and maintain leave records for employees.
- \* (7) Manage reserved ticket seating and sales for athletic games as required.
- \* (8) Prepare ticket boxes and ticket reports for all athletic and other events as required.
- (9) Prepare personnel appointment forms for new staff members.
- (10) Order and maintain office and teacher supplies as needed.
- \* (11) Prepare and submit all reports as required.
- \* (12) Use effective, positive interpersonal communication skills.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (14) Ability to work in a constant state of alertness and safe manner.

**BOOKKEEPER, SCHOOL (Continued)**

**PHYSICAL REQUIREMENTS:**

Medium Work: 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 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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 5  
Group 4 of the ESP Salary Schedule  
DOE Job Code 73097**

**Revised Board Approval 04/11/2017**