

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### BOOKKEEPER, FISCAL

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in bookkeeping.
- (3) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and practices of bookkeeping. Knowledge of laws, rules and regulations and District policies regarding internal record keeping activities, property control and insurance. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate reports. Ability to understand written and oral communications regarding expenditure of funds, property control and insurance matters. Good basic English and mathematics skills. Ability to utilize computer and appropriate software programs, calculator and microfiche equipment.

#### REPORTS TO:

Director, Finance

#### JOB GOAL

To assist in operation of District business affairs including financial, property control and insurance matters in order to provide the maximum services for the available resources.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Maintain a complete and systematic set of records of all financial transactions of the District.
- \* (2) Reconcile canceled payroll and accounts payable checks with bank statement and verify bank balance with statement.
- \* (3) Record cash receipts and maintain daily cash report.
- \* (4) Record detail of school financial transactions in appropriate journals and subsidiary ledgers.
- \* (5) Prepare and balance property records including maintenance of vehicle titles and land deed records.
- \* (6) Maintain insurance records.
- \* (7) Process and maintain worker's compensation, student accident and property loss claims and serve as NEFEC and carrier contact.
- (9) Serve on District insurance and safety committees.
- \* (10) Review monthly internal account reports.
- (11) Assist in the bidding process for student sports insurance and certain maintenance contracts.
- \* (12) Maintain pertinent memorandum and correspondence files.

**BOOKKEEPER, FISCAL (Continued)**

- (13) Assist with review of surplus property.
- (14) Reconcile food service accounts and balances to bank statements.
- (15) Assist with preparation and distribution of payroll and accounts payable checks.
- (16) Assist with annual inventory.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(18) Ability to work in a constant state of alertness and safe manner.

**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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**  
**Group 5 of the ESP Salary Schedule**  
**DOE Job Code 75097**

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