

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### BOOKKEEPER

#### QUALIFICATIONS:

- (1) Associate Degree in Business from an accredited institution or equivalent 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 employees and the general public.

#### REPORTS TO:

Principal / Administrator

#### 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) Manage the internal funds.
- \* (2) Manage the petty cash fund as required.
- \* (3) Process purchase orders for payment and maintain appropriate records.
- \* (4) Prepare and submit personnel leave forms and payroll.
- \* (5) Order and maintain office and school supplies as required.
- \* (6) Prepare and submit all required reports.
- (7) Maintain records of students and employees as required.
- \* (8) Use effective, positive interpersonal communication skills.
- \* (9) Coordinate textbook orders with finance and curriculum departments as required.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

**BOOKKEEPER (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**

**Salary Lane: Support CDZ, CEZ or CFZ**

**Approved 6/19/2018**