

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### BOOKKEEPER, Extended Day Program

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of successful employment as a bookkeeper or an equivalent combination of training or experience.
- Computer data entry experience preferred.
- Knowledge of word processing applications as related to specific job functions.

**REPORTS TO** Facilitator, Extended Day Care

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To maintain payroll records for the Extended Day Program and to implement the department financial program as outlined by the Administrator with regard to the department budget.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Maintain/update information on computer data base.
2. \* Maintain a running total of all receipts and expenditures, and a running balance of all accounts in the department ledger for all financial records.
3. \* Process and number all County and Warehouse purchase orders.
4. \* Prepare and collect invoices and copy to the Finance Office for payment.
5. \* Trace errors and record adjustments in order to correct changes or credits posted to incorrect accounts.
6. \* Maintain automated student attendance records.
7. \* Maintain accurate records as related to District budget.
8. \* Receive and process all incoming orders.
9. \* Prepare and maintain all personnel files, upon request.
- 10.\* Prepare biweekly and substitute payrolls.
- 11.\* Maintain absentee tracking system.
- 12.\* Serve as Insurance or Workers' Compensation contact, when required.
13. Perform other duties as assigned by the Facilitator, Extended Day Care.

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**C-C \$31,925 - \$56,694**  
M-12 D-258 H-1935

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **16**  
EEO-5 Line **51**

Function **7200**  
Survey Code **72097**  
Job Code **1327**

##### ADA CODES

2 **Sedentary Work**  
3 **A-D/F-G/K/P/T-V**  
4 **Indoors**

##### BOARD APPROVED

**June 23,1998**