

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

BOOKKEEPER, Maintenance

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two years of successful employment as a bookkeeper, or an equivalent combination of training and experience.
- Computer data entry experience desirable.

REPORTS TO Supervisor Of Maintenance

SUPERVISES No supervisory duties

POSITION GOAL

PERFORMANCE RESPONSIBILITIES

1. * Maintain a complete and systematic set of records relating to all purchase orders recorded in the department.
2. * Type all purchase orders and make the proper entry in the Maintenance purchase order record book, and ensure that all purchase orders have been sent to the County Office for processing.
3. * Type all bids and quotations processed through the department.
4. * Process Capital Outlay purchase orders, and record in the Capital Outlay record book all purchases and date of payment.
5. * Maintain individual cost center files pertaining to the ordering of equipment or parts.
6. * Process purchase orders with invoices to ensure proper payment for materials or equipment ordered.
7. * Assist the Maintenance Purchasing Agent in maintaining an accurate up to date compute file of all items on inventory that are received and dispersed to various cost centers.
8. * Trace errors and record adjustments to correct changes or credits posted to incorrect accounts.
9. * Serve upon assignment by the Supervisor of Maintenance as a temporary assistant or back-up to the Maintenance Purchasing Agent as work loads or his/her absence may warrant.
10. Perform other duties as assigned by the Supervisor of Maintenance.

**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 **Vary**
Survey Code **81097**
Job Code **1621**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

March 13, 1990