

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FTE--FINANCIAL CLERK, Elementary

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Demonstrated knowledge of bookkeeping.
- Ability to word process/type accurately, file, prepare reports accurately, and maintain system of keeping records.
- Two (2) years office experience.
- Computer data entry experience preferred.

REPORTS TO Principal

SUPERVISES No supervisory duties

POSITION GOAL

To serve as the primary accountant for attendance within the school center, be responsible for tabulating daily attendance and FTE reports as required by State Law, and coordinate with county personnel in submitting these reports. Implement the school financial program as outlined by the Principal with regard to the school budget and the internal account.

PERFORMANCE RESPONSIBILITIES

1. * Maintain automated student attendance records for FTE reporting.
2. * Maintain accurate records as related to District budget.
3. * Prepare and process all purchase orders.
4. * Receive and process all incoming orders.
5. * Maintain accurate and current financial records.
6. * Prepare and verify FTE membership/time space reports.
7. * Maintain current and accurate property record files.
8. * Serve as a data contact person for the school.
9. * Maintain master schedule file.
10. * Maintain the record keeping of internal accounts.
11. * Enter and maintain the student demographic and ESE files on computer.
12. * Prepare and maintain all school personnel files, upon request.
13. * Prepare biweekly and substitute payrolls.
14. * Maintain absentee tracking system.
15. * Serve as Insurance or Workers' Compensation contact, when required.
16. Perform other duties as assigned by the Principal.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C1 \$27,595 - \$49,004
M-11 D-223 H-1672.5
C-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA** Function **Vary**
Personnel Category **16** Survey Code **73096**
EEO-5 Line **51** Job Code **1664**

Job Code **1619**

ADA CODES

2 Light Work
3 A-V
4 Indoor/Outdoor

BOARD APPROVED

July 12, 1994