

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### BOOKKEEPER

### 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 and experience.

### KNOWLEDGE, SKILLS, ABILITIES

- Detail oriented and good interpersonal skills.
- Knowledge of reconciliation processes and the application of accounting principles.
- Knowledge of computer applications and technical equipment as related to specific job functions.
- Proficient in use of office equipment.

### SUPERVISION

**REPORTS TO** Cost Center Administrator  
**SUPERVISES** No Supervisory Duties

### POSITION GOAL

***To maintain and monitor cost center financial accounts project, budget accounts, payroll and personnel records, and to act as a liaison for the department to ensure paperwork flows in a timely and accurate manner to other cost centers.***

### PERFORMANCE RESPONSIBILITIES

1. \*Maintain accurate and complete accounting records, including documentation to meet requirements of applicable grants.
2. \*Prepare appropriate reports as required by funding agencies, including Federal and general funds.
3. \*Monitor state and federal grants awarded, as applicable.
4. \*Prepare and enter payroll.
5. \*Maintain personnel records.
6. \*Work with other cost centers and outside agencies in order to facilitate the budget process in a cohesive manner.
7. \*Prepare and process all purchase orders.
8. \*Prepare and verify departmental personnel activity reports, if applicable.
9. \*Maintain and prepare data for financial surveys.
10. \*Monitor expenditures compared to budget, forecast expenditure amounts, and report projected budget adjustments to the appropriate supervisor, as necessary.
11. Perform other duties as assigned by the cost center administrator.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

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## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-C \$31,925 - \$56,694**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function 7500  
Job Code 1620B  
Survey Code 75097

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

June 9, 2015

ADA Information Provided by Bill Kelly  
Position Description Prepared by Bill Kelly