

PINELLAS COUNTY SCHOOLS
FLORIDA

PCSB: 6060
Pay Grade: D07

FLSA: Non-Exempt

ASSISTANT TO BOOKKEEPER

MAJOR FUNCTION:

Performs specialized, complex clerical and bookkeeping work in examination, analyses and verification of fiscal records. Duties are varied and include assisting in maintenance of bookkeeping controls of funds dispersed or received and preparing financial data required for managing internal fiscal affairs. Work requires some independent judgment and application of varied procedures. Work is performed under general direction and is reviewed through observation.

DUTIES AND RESPONSIBILITIES:

- Assists Bookkeeper in all phases of work load except signing of checks and making bank deposits; relieves superior of administrative details by preparing departmental reports; assists in preliminary budget preparation
- Maintains files and records of payment; updates school equipment inventory; types and processes accident reports; reviews and processes a variety of documents; processes and codes orders; researches questionable invoices; matches purchase orders to invoices and charges to proper account
- Types reports and correspondence frequently requiring independent action on problems; advises others of departmental policies and procedures
- May prepare payrolls
- Applies knowledge of bookkeeping principles and practices in the performance of job duties; of laws, rules and regulations related to departmental operations
- Performs related work as required

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus one (1) year of bookkeeping experience or successful completion of a basic accounting course at the post-secondary level. Successful completion of PCSB School Bookkeeper Training Course.

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88 MW; REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MQ'S REVISED: 9/91 PBL; BOARD APPROVED: 9/25/91; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ASSISTANT TO BOOKKEEPER

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Assistant to Bookkeeper - NR