

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7145  
Pay Grade: D08

FLSA: Non-Exempt

**SCHOOL BOOKKEEPER I**

**MAJOR FUNCTION:**

Performs advanced clerical and bookkeeping work in examination, analyses and verification of fiscal records primarily in a middle school. Duties are varied and include maintaining bookkeeping controls of funds disbursed or received and preparing financial data required for managing internal fiscal affairs. Incumbent exercises independent judgment in solving most problems. Work is performed under general direction and is reviewed through analyses of statements and reports and is subject to audits.

**DUTIES AND RESPONSIBILITIES:**

- Maintains school fiscal records; checks and posts invoices and internal records; types and processes requisitions for internal accounts; receives and disburses monies from various school internal accounts; types and signs checks; monitors discretionary budgets.
- Maintains and controls departmental budgets; maintains principal's inventory; prepares asset transfer and facility lease forms; issues purchase orders and deals with vendors; may assist with textbook orders; monitors capital outlay budgets where applicable.
- Records deposits and withdrawals; prepares cash for bank deposits.
- Prepares monthly budget and other internal account reports; accounts for all monies and financial transactions within a school; may prepare payrolls.
- Performs other clerical functions within the school.
- Applies knowledge of School Board policy and procedures in authorizing teacher purchases.
- Applies knowledge of bookkeeping principles and practices; of laws, rules and regulations related to accounting of school funds in performance of job duties.
- May utilize computer equipment for data entry and generating financial reports.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED, plus two (2) years of bookkeeping experience or six (6) credit hours of accounting courses. Successful completion of PCSB School Bookkeeper Training Course.

**PREFERRED:**

Demonstrated computer literacy.\*

\*Based on assignment.

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

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

## SCHOOL BOOKKEEPER I

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				