

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7155
Pay Grade: D10

FLSA: Non-Exempt

SCHOOL BOOKKEEPER II

MAJOR FUNCTION:

Performs advanced, responsible independent bookkeeping work in maintaining internal accounting records primarily in a senior high school or PTEC. Duties are varied and include maintaining bookkeeping controls of funds disbursed and received and preparing financial data required for managing internal fiscal affairs. Incumbent may be responsible for supervising other clerical employees in a lead capacity. May act as an advisor to the Principal/Director on accounting procedures. Incumbent exercises considerable independent judgment and use of acquired knowledge and skills in performing broad accounting functions. Work is performed under general direction and is reviewed through accuracy of reports and periodic audits.

DUTIES AND RESPONSIBILITIES:

- Plans, performs, and supervises recording transactions to accounts receivable and payable; maintains and reconciles journals, ledgers and record books; prepares periodic financial and statistical information and reports.
- Receives, deposits, disburses internal funds; maintains and controls departmental budgets; maintains Principal's inventory; prepares asset transfer and facility lease forms; issues purchase orders and deals with vendors; assists with textbook orders; monitors capital outlay budgets where applicable.
- Classifies and records daily receipts and disbursements to journals; totals and balances accounts monthly; posts to general ledger and control accounts.
- Receives and audits monies collected; prepares daily reports, bank balance reports and insurance reports; types and signs checks; reconciles reports and bank accounts.
- Applies knowledge of School Board policy and procedures in authorizing teacher purchases.
- Applies knowledge of bookkeeping principles and practices; of laws, rules, and regulations controlling budgetary, internal record keeping and contract procedures in performance of job duties.
- May maintain payroll transactions.
- May provide lead supervision to other clerical staff, as assigned.
- 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 four (4) years bookkeeping or accounting experience or two (2) years of college with emphasis on Accounting. Successful completion of PCSB School Bookkeeper Training Course.

PREFERRED:

Demonstrated computer literacy.*
*Based on assignment.

ISSUED: 9/79; REVISED: 1/80 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 II

<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					
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				