



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Bookkeeper – Adult Education

Position Level: 8 – 10

FLSA Status: Non-Exempt

Board Approved: 05/07/96

May be assigned as:
12-month

Rev. 06/19/18; Eff. 07/01/18

GENERAL DESCRIPTION

This position is responsible for the examination, analysis, and verification of fiscal records. Job assignments involve the maintenance of bookkeeping controls of funds dispersed or received and the preparation of such financial data as may be required for effective management. This position also deals with budgeted accounts, grants, inventories, and compliance with policies, procedures, and state/federal regulations.

KEY RESPONSIBILITIES

To maintain budget records for assigned facilities.

To prepare daily and monthly reports on assigned facilities.

To prepare and process budget amendments.

To audit class sheets pertaining to billing of classes.

To prepare invoices for billing of classes and maintain all billing records.

To serve as contact for property records technician and handle state and local disposition of property.

To prepare and maintain property records for assigned facilities and assist in annual inventory.

To back up Senior Accounting Clerk for internal accounts, distribution of payroll, bank deposits and bank statements.

To prepare purchase orders, warehouse orders, IMC requests and prepare invoices for payment.

To assist in preparation of school and department budgets.

To make monthly and yearly reports for grants.

To maintain financial records for grants.

To audit timesheets for accurate budget numbers for payroll.

To maintain records for fee waivers for FTE.

To assist with SATSY and FTE reports.

To assist in establishing procedures for the accurate and timely submission of student data.

To audit FTE attendance for AE-57's and fees.

To maintain computer file server and assist with computer problems for facility.

To perform other work-related duties as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Bookkeeper – Adult Education	Position Level: 8-10
---	-----------------------------

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma or GED required.
<i>Work Experience:</i>	Minimum of one (1) year related experience. Related college education may be substituted for experience on a year-to-year basis.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present on an “as needed” basis to establish general objectives to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.
<i>Communications:</i>	Requires regular internal and external contact to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications. Typing Test (35wpm)
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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.

- 8 Entry level requirements and enrollment/action form.
- 9 Completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.
- 10 Completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.