



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Bookkeeper - Alternative Programs

Position Level: 9 – 10A

FLSA Status: Non-Exempt

Board Approved: 05/07/96

May be assigned as:

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

12-month, Part Time Benefitted

GENERAL DESCRIPTION

This position is responsible for clerical and bookkeeping work in the examination, analysis, and verification of Alternative Programs fiscal records. Job assignments involve maintenance of bookkeeping controls of funds dispersed or received and preparation of such financial data as may be required for effective management of the internal fiscal affairs.

KEY RESPONSIBILITIES

To perform bookkeeping functions of internal accounts and/or budget controls, reconciling bank statements, transmitting and encumbering funds.

To issue all official program receipts, and execute all checks for payment of all program bills.

To compile requests for supplies, order as needed, and distribute when received.

To make monthly budget and other internal account reports and to account for all monies and financial transactions within the programs.

To serve as an advisor to the coordinator on accounting procedures.

To prepare work orders as directed by the coordinator for repairs to buildings and equipment.

To serve as the contact for the Property Records Technician, to maintain property record inventory, and to prepare annual inventory.

To assist the coordinator in the preparation of the program budgets.

To perform other work-related duties as assigned by the coordinator.

CLASS SPECIFICATION

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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.

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