



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Bookkeeper, Maintenance Custodial	Maintenance	Coordinator of Custodial Services

<b>Position No:</b> 79097	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C22	<b>Date Approved:</b> 11/8/16
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b>

<b>JOB GOAL</b>
To process the payment of invoices and maintain related records.

<b>MINIMUM QUALIFICATIONS</b>
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1. High school diploma or equivalent with some business and accounting training.
2. T.A.B.E. test or successful completion of one (1) year of college work.
3. Two years of secretarial and/or clerical experience or an equivalent combination of training, experience, or AA Degree preferred.
4. General office skills, word processing and data entry proficiency tests.
5. Computational, organizational and interpersonal relationship skills.
6. Knowledge of Mechanical parts preferred
7. Ability to perform the functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
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1. Process and check extensions of invoices.
2. Assist, request, prepare, and post required budget and budget amendments.
3. Assure that all processed transactions are balanced.
4. Responsible for balancing end-of-month and end-of-year reports.
5. Research information pertaining to invoices, etc. for Custodial Coordinator and vendors.
6. Assist in receiving and distributing material into the warehouse.
7. Maintain an accurate equipment inventory for the departments, including fixed assets; ensure scheduled maintenance of all custodial and groundskeepers equipment.
8. Maintain warehouse inventory records and prepare monthly reports to allow analysis of inventory levels, inventory usage, and appropriate stock levels.
9. Process requisitions for purchase orders for grounds and maintenance warehouse parts.
10. Prepare and process of maintenance and custodial requisitions for purchase orders as requested.
11. Process payroll for Custodial Services department.
12. Perform assigned tasks in a timely and efficient manner.
13. Perform assigned tasks with a high standard of quality.
14. Perform other duties as assigned by the Supervisor.

<b>PHYSICAL DEMAND CLASS:</b>
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Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.