



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Bookkeeper	Transportation	Director of Transportation or Designee

Position No: 78097	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 10/10/06
FSLA: Non-exempt	Date Revised:

JOB GOAL
To perform clerical and bookkeeping tasks which involve analyzing and verifying of school bus garage records. Job assignments involve the maintenance of bookkeeping control of accounting budget reimbursements received and the preparation of such financial data as may be required for effective management of the external fiscal accounts of the school bus garage. Job responsibilities require the exercise of independent judgment in resolving problems in relations to assigned work tasks, e.g. work orders, gas logs, budget cost strips, budget accounts and assist garage foreman and Parts Dept. staff.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent, some bookkeeping experience preferred. 2. A minimum of two years of secretarial and/or clerical experience or an equivalent combination of training, experience, or AA Degree. 3. Knowledge of office practices and procedures, ledgers, accounting/budget reports, cost strip coding, drafting of ledger forms, grammar, spelling, Business English, and mathematics. 4. General office skills, word processing, computer terminal and data entry proficiency tests. 5. T.A.B.E. test required. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To maintain Registration and Warranty files for the School District bus fleet. 2. To maintain by computer terminal and file electronic school bus inventory reports to DOE. 3. To print and maintain a file of inventory reports of information needed to make repairs, e.g. ID number, make, model, capacity, engine size, A/C data, lift data. 4. To work in conjunction with property records to maintain an accurate vehicle inventory for departmental billings. 5. To develop, analyze, and send out monthly accounting reimbursement reports to schools and departments with school district vehicles relating to fuel usage, mechanical repairs, tire replacements, and/or body damage and send final reimbursement report to accounting department for processing. 6. To maintain FuelMaster System and generate monthly fuel reports of fuel costs, mileage, and fuel usage for each school district vehicle and send copy to designated personnel. Maintain user and vehicle files in the system as well as hard copy files. Program the Prokees for each vehicle. 7. To maintain files of work orders, inspection forms, fuel usage and pricing logs, incident/vandalism reports, accident reports, road call reports, seat repair forms and body repair forms; monitor vandalism reimbursement records; track completion of seat repairs; and report problem buses.

8. To type and process requisitions for purchase orders for parts, supplies, and materials necessary to maintain and repair the school bus fleet, shop, and garage office.
9. To type requisitions for the mechanics annual tool allowance and monitor for overages. Collect reimbursement of overages and send to accounting for deposit.
10. To process purchase orders and invoices for payment and send to accounting and maintain files of all processed purchase orders and invoices.
11. To track balances of all blanket purchase orders and inform Fleet Manager when balance has been reached and type new requisition upon his/her approval.
12. To work with vendors in resolving problems which may arise from time to time; verify accuracy of vendor statements and request copies of invoices not previously received and process for payment.
13. To monitor budget status and report available fund balances to supervisor and enter and post budget amendments for supervisor approval.
14. To perform receptionist and secretarial duties. Answer telephone calls, take messages, greet visitors and vendors, schedule appointments and maintain calendar for supervisor.
15. To perform assigned tasks in a timely and efficient manner.
16. To prepare assigned tasks with a high standard of quality.
17. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.