



JOB TITLE	DEPARTMENT	REPORTS TO
Maintenance Custodial Senior Bookkeeper	Maintenance/Facilities	Custodial Services Coordinator

Position No: 79097	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 6/25/13
FSLA: Non-exempt	Date Revised:

JOB GOAL
To perform clerical and bookkeeping tasks which involve analyzing and verifying of financial transaction data, including custodial purchase orders, work-order records, warehouse inventory records. Job assignments involve the maintenance of financial records for the maintenance warehouse and custodial department budget, work order requests, inventory transactions, and the preparation of such financial data as may be required for effective management of the fiscal accounts of the maintenance/facilities departments.

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, spreadsheets, computer terminal and data entry proficiency tests. 5. T.A.B.E. test may be required. 6. Proven ability to express ideas clearly and concisely, orally and in writing. 7. Ability to perform the duties and responsibilities of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Maintain an accurate equipment inventory for the departments, including fixed assets; ensure scheduled maintenance of all custodial and groundskeepers equipment. 2. Develop, analyze, and prepare monthly accounting reports to allow analysis of work orders completed, including a comparison to industry benchmark data. 3. Exercise of independent judgment in resolving problems in relation to assigned work tasks, e.g. work orders, budget cost strips, budget accounts, etc. and analyzing data that would allow the supervisor to determine necessary modifications. 4. Maintain warehouse inventory records and prepare monthly reports to allow analysis of inventory levels, inventory usage, and appropriate stock levels. 5. Process requisitions for purchase orders for custodial services and maintenance warehouse. 6. Process purchase orders and invoices for payment and send to accounting and maintain files of all processed purchase orders and invoices. 7. To monitor budget status and report available fund balances to supervisor and enter and post budget amendments for supervisor approval. 8. Perform assigned tasks in a timely and efficient manner. 9. Perform assigned tasks with a high standard of quality. 10. 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.