



JOB TITLE	DEPARTMENT	REPORTS TO
Maintenance/Facilities Senior Bookkeeper	Maintenance/Facilities	Assistant Superintendent of Business Services/CFO

Position No: 81097	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 6/22/10
FSLA: Non-exempt	Date Revised:

JOB GOAL
To perform clerical and bookkeeping tasks which involve analyzing and verifying of financial transaction data, including maintenance work-order records, maintenance inventory records, and construction contract payment requests (including "owner direct purchases"). Job assignments involve the maintenance of financial records for the 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. Job responsibilities require the 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 district's CFO to determine necessary modifications (e.g. inventory level management). Also responsible for maintaining the departments' fixed asset records, including vehicles.

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 may be required. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To maintain an accurate vehicle inventory for the departments, and ensure scheduled maintenance of all vehicles 2. To develop, analyze, and prepare monthly accounting reports to allow analysis of work orders completed, including a comparison to industry benchmark data 3. To maintain inventory records and prepare monthly reports to allow analysis of inventory levels, inventory usage, and appropriate stock levels. 4. To process Maintenance/Facilities requisitions for purchase orders 5. To process purchase orders and invoices for payment, including owner-direct purchases, and send to accounting and maintain files of all processed purchase orders and invoices. 6. To monitor budget status and report available fund balances to supervisor and enter and post budget amendments for supervisor approval. 7. To maintain the District's FISH (Florida Inventory of School Houses). 8. To perform assigned tasks in a timely and efficient manner. 9. To prepare assigned tasks with a high standard of quality. 10. 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.