

SCHOOL DISTRICT OF CITRUS COUNTY JOB DESCRIPTION

BOOKKEEPER, WTC

QUALIFICATIONS:

- (1) High school Diploma or equivalent or higher.
- (2) Minimum of five (5) years experience as a secretary or clerk with a commercial firm or two (2) years experience as a secretary or clerk in a public-school system.
- (3) Two (2) years of college training may be substituted for above requirements.
- (4) Accounting experience, either in business or an educational institution.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and methods and their application to work situations. Working knowledge of computer. Knowledge of rules and regulations controlling budgetary, internal record-keeping activities. Ability to work independently and carry out assignments to completion with little or no supervision. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to maintain effective working relationships with other employees. Extensive knowledge of the operation and programs of a vocational post-secondary institution. Ability to deal effectively and courteously with students, parents, school employees and the general public.

REPORTS TO:

Director of Withlacoochee Technical College

JOB GOAL

To perform the duties of advanced clerical and bookkeeping duties and function in the examination, analysis and verification of the school accounting records.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Input all financial data into Manatee Systems for WTC internal accounts. (To include posting of all daily register receipts, disbursements of all expenditures, adjustments, transfers and reconciliation of all accounts.)*
- (2) Record tuition payments for all post-secondary students and provide vital statistics and formulate annual report for DOE.*
- (3) Assist teachers and administrators in their understanding of monies, processes for expenditures and consequences for violation of approved/required procedures.*
- (4) Keep the Director well informed of all aspects of the internal accounts processes.*
- (5) Prepare all required files for auditing and work with auditor to provide all essential information and documentation.*
- (6) Reconcile all bank statements and prepare all financial reports.*
- (7) Work with staff and students in organizing and monitoring fundraisers.*
- (8) Invoice all agencies for tuition, books, etc; and track accounts receivable for such.*
- (9) Have a good working knowledge of all job duties held in the business office.*
- (10) Record employees who are absent and process leave forms.*
- (11) Order all books for resale.*
- (12) Track and process all Temporary Duty and Local travel forms.*
- (13) Perform job responsibilities with sustained focus and attention to detail for extended periods of time.*
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

BOOKKEEPER, WTC (Continued):

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 2

BOARD APPROVED 6/9/98

REVISED: 2/27/18