



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7230
Pay Grade: D09

FLSA: Non-Exempt

SECRETARY / BOOKKEEPER
REPORTS TO: Site-Based Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED plus two (2) years progressively responsible office experience, one of which should be in bookkeeping. Successful completion of the PCSB Secretary/Bookkeeper Training Course within one year of hire. Two (2) years of previous bookkeeper experience may be substituted for the PCSB Secretary/Bookkeeper Training Course.
PREFERRED: Proficiency in the use of computers and Microsoft Office. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Good mathematical skills. Good organizational skills.
MAJOR FUNCTION
Performs varied and advanced clerical and bookkeeping duties and general administrative duties. Acts as a secretary performing a wide variety of clerical tasks requiring application of independent judgment and as a bookkeeper examining, analyzing, and verifying school fiscal records. Initially, incumbent works under close supervision but once tasks are learned, detailed instructions are received only in procedural changes. Work is performed under general direction and is reviewed through observation and audit of records.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Composes, takes notes, and signs routine letters; checks and proofreads keyed copy. • Maintains complex set of confidential school records, property files, and financial records; checks and posts invoices; processes work orders and payroll. • Makes appointments; receives callers; screens and routes phone calls and mail. • Provides information to departments/schools, outside agencies, parents, and the general public based on knowledge of school rules and regulations and school system policies and procedures. • Keys and processes requisitions for internal accounts; receives merchandise; receives and disburses monies from internal accounts; records deposits and withdrawals and prepares bank deposits. • Prepares monthly budgets and required internal accounting reports. • Utilizes district ERP to prepare payrolls, requisitions, personnel transactions, and monitors budget; may supervise activities of other clerical personnel. • Prepares moderately complex reports and summaries requiring specialized knowledge; independently researches records and files. • Applies knowledge of bookkeeping principles and practices of office procedures, terminology, equipment, Business English, and math in performance of job duties. • Utilizes a computer for activities such as data entry/retrieval, word processing, and generation of reports. • Responds to inquiries and concerns in a timely manner. • Communicates effectively and maintains positive relationships with public, students, coworkers and administration. • Keeps supervisor informed of potential problems or unusual events. • Demonstrates initiative in the performance of assigned responsibilities. • Models and maintain high ethical standards. • Follows attendance, punctuality, and dress expectations. • Maintains confidentiality regarding school matters. • Performs other related duties as assigned.

SECRETARY / BOOKKEEPER

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ'S REVISED: 9/91 PBL; BOARD APPROVED: 9/25/91; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM; REVISED D&R, PREFERRED, ADA 10/11 LM; REVISED FORMAT, MF, ER, ADA, 10/13 LM; BOARD APPROVED: 12/10/13; REVISED MQ, ER: 09/23 DC; BOARD APPROVED: 10/24/23

SECRETARY / BOOKKEEPER

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Secretary / Bookkeeper -NR