BOOKKEEPING COORDINATOR

DEPARTMENT: Finance Services

FLSA: ☑ Exempt ❌ Non-Exempt

REPORTS TO: Manager, Accounting

BOARD APPROVED DATE: April 5, 2016

JOB GOAL: Responsible for providing specialized clerical training and assisting employees performing bookkeeping activities on all finance and internal accounts related areas. Extensive in-county travel is required to perform the essential responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provide orientation and training to new bookkeepers; and provide periodic training to bookkeepers, administrative school staff, and other district personnel on all finance procedures and accounting software as appropriate to ensure consistency in procedures throughout the District.
2. Prepare and update technical guides in the form of manuals or bulletins.
3. Create and distribute information regarding current processes and procedures through various channels of communication, including newsletters, websites, presentations and other methods.
4. Assist bookkeepers by resolving finance and internal accounts related issues, including issues on internal accounts, monthly financial reports, annual close out procedures, and accounting software related issues.
5. Ensure all bookkeeping activities occur in a timely manner.
6. Prepare schedules and moderately complex reports as needed by internal and outside departments.
7. Collect financial and other information from the schools for reporting at the District level.
8. Provide bookkeeping support to schools and district departments, filling in for employees as needed.
9. Act as a liaison between district departments and schools.
10. Organize activities and coordinate workflow to meet deadlines.
11. Provide backup to the department and other areas and/or in schools as needed.
12. Perform other duties as assigned.

MINIMUM REQUIREMENTS:
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:
- Knowledge of financial policies and regulations
- Advanced knowledge of spreadsheets and other financial software programs
- Exhibit effective financial and mathematical computation skills
- Ability to effectively use computer programs in daily work, including email, word processing, spreadsheets, and databases
- Ability to communicate effectively, orally and in writing, including electronic media and presentations
- Ability to organize, prioritize, manage and carry out duties independently, efficiently and within established timeframes
- Ability to develop and deliver training to district personnel in area of responsibility
- Ability to maintain confidentiality

EDUCATION, TRAINING & EXPERIENCE:
- Associates Degree in Accounting, Business or related field.
- Two or more years of demonstrated experience in accounting, bookkeeping, auditing or related financial activities
  OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
PREFERRED QUALIFICATIONS:

- Two or more years of previous experience performing bookkeeping activities at a school
- Previous experience in a similar position in government accounting
- Previous experience providing training and/or creating training materials

SUPERVISORY RESPONSIBILITY: None

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position)*:

- **Sedentary Work**: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- **Light Work**: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

- **Medium Work**: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

- **Heavy Work**: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- **Very Heavy Work**: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following:  R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

<table>
<thead>
<tr>
<th></th>
<th>R Sitting</th>
<th>Resting with the body supported by the buttocks or thighs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Standing</td>
<td>Assuming an upright position on the feet particularly for sustained periods of time.</td>
</tr>
<tr>
<td>R</td>
<td>Walking</td>
<td>Moving about on foot to accomplish tasks, particularly for long distances.</td>
</tr>
<tr>
<td>S</td>
<td>Climbing</td>
<td>Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.</td>
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<tr>
<td>S</td>
<td>Balancing</td>
<td>Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.</td>
</tr>
<tr>
<td>S</td>
<td>Bending</td>
<td>Lowering the body forward from the waist.</td>
</tr>
<tr>
<td>S</td>
<td>Stooping</td>
<td>Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.</td>
</tr>
<tr>
<td>S</td>
<td>Kneeling</td>
<td>Bending legs at knee to come to a rest on knee or knees.</td>
</tr>
<tr>
<td>S</td>
<td>Crouching</td>
<td>Bending the body downward and forward by bending leg and spine.</td>
</tr>
<tr>
<td>S</td>
<td>Crawling</td>
<td>Moving about on hands and knees or hands and feet.</td>
</tr>
<tr>
<td>S</td>
<td>Twisting</td>
<td>Moving body from the waist using a turning motion.</td>
</tr>
<tr>
<td>F</td>
<td>Reaching</td>
<td>Extending hand(s) and arm(s) in any direction.</td>
</tr>
<tr>
<td>O</td>
<td>Pushing</td>
<td>Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</td>
</tr>
<tr>
<td>O</td>
<td>Pulling</td>
<td>Using upper extremities to drag, haul or tug objects in a sustained motion.</td>
</tr>
<tr>
<td>O</td>
<td>Lifting</td>
<td>Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles.</td>
</tr>
<tr>
<td>R</td>
<td>Finger Dexterity</td>
<td>Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.</td>
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<tr>
<td>O</td>
<td>Grasping</td>
<td>Applying pressure to an object with the fingers and palm.</td>
</tr>
<tr>
<td>S</td>
<td>Feeling</td>
<td>Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</td>
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</table>
DISTRICT SCHOOL BOARD OF PASCO COUNTY
JOB DESCRIPTION

| F | Repetitive Motions | Substantial and continuous movements of the wrists, hands, and/or fingers. |
| R | Talking            | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly. |
| R | Hearing Acuity     | The ability of perceive speech and other environmental sounds at normal loudness levels. |
| R | Visual Acuity      | The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc. |

WORKING CONDITIONS:
(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an “X”. Please note that there can be more than one condition.)

- [ ] Outdoors: The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
- [ ] Indoors: The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
- [x] Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.
- [ ] Cold: The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
- [ ] Heat: The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
- [ ] Noise: The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- [ ] Vibration: The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
- [ ] Hazards: The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
- [ ] Atmospheric Conditions: The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
- [ ] Oils: The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
- [ ] Respirator: The worker is required to wear a respirator.
- [ ] None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
- [ ] Other: 

MACHINES, TOOLS, EQUIPMENT:
(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc. Must provide own transportation to drive a vehicle from the District office to various school locations.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.