

**School District of Santa Rosa County  
Job Description**

**Internal Funds Bookkeeper II**

<b>Reports to:</b> Assigned Principal or Manager	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Various	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 10, 2014	<b>Job Code:</b> Same as Principal
<b>Position #:</b> 50191	<b>Range:</b> 12

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Maintains files of activities relating to school internal funds;
- Performs detailed clerical and bookkeeping duties for school internal funds;
- Coordinates with school personnel, students and vendors concerning account status;
- Prepares reports as needed or requested for the school and/or appropriate school personnel;
- Maintains status of internal budget during the year;
- Issues purchase orders and keeps record of purchases;
- Collects and receipts money from school activities in accordance with proper procedures;
- Makes bank deposits in accordance with proper procedures;
- Reconciles monthly bank statements in a timely manner;
- Maintains and inputs computer information regarding internal funds activities;
- Performs monthly and year-end close-outs;
- Performs related clerical and secretarial duties as required or assigned. (Duties do not include clinic duty, bus duty, hall duty, lunch duty, or textbook inventory).

**Supervision Received:**

Assigned Principal or Manager

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED.
- Minimum of two years experience as Internal Funds Bookkeeper I in Santa Rosa School District.

**Preferred:**

Use of a calculator, computer, and/or other accounting machines; Making accurate mathematical calculations; Reviewing, posting, balancing, and reconciling financial records; Maintaining accurate financial records and preparing accurate and timely reports; Applying knowledge to accounting transactions.

**Physical Demands:**

Work under stress and meet required deadlines; Perform mathematical calculations accurately; Communicate using speech, hearing and vision skills. School office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.