

## SCHOOL DISTRICT OF DIXIE COUNTY

### JOB DESCRIPTION

#### DISTRICT LEVEL BOOKKEEPER - ESE

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in bookkeeping / accounting required.
- (3) Type at prescribed rate.
- (4) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the policies and procedures in the operation of Exceptional Education and Student Services programs. Ability to perform financial tasks required. Good oral and written communication skills and mathematics skills. Knowledge of bookkeeping / accounting procedures. Ability to establish and maintain harmonious working relationships with school and District staff. Ability to utilize technology to accomplish required tasks. Knowledge of office practices and procedures.

#### REPORTS TO:

Director, Student Services and Exceptional Student Education

#### JOB GOAL

To perform bookkeeping tasks required to ensure the smooth operation of financial aspects of the Student Services and Exceptional Student Education Program in accordance with State and federal rules and regulations and District policies.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Maintain the District exceptional student psychological testing files.
- \* (2) Maintain the District exceptional student records.
- \* (3) Ensure that records meet audit standards.
- \* (4) Communicate with teachers and parents of exceptional education students and provide requested assistance.
- \* (5) Develop, maintain, update and distribute the Special Programs and Procedures for Exceptional Students Manual for District personnel.
- \* (6) Update and revise District Exceptional Student Education forms.
- \* (7) Update Special Programs Screen for ESE students on NEFEC terminal.
- \* (8) Schedule psychological testing with contracted psychologists for referred students in grades 7 - 12.

## **DISTRICT LEVEL BOOKKEEPER (Continued)**

- (9) Confirm billing by psychologists for student testing and submit for payment.
- (10) Acquire information obtained from computer through NEFEC as requested by Director.
- (11) Assist in District FTE counts as required.
- (12) Assist in preparation and type plans, grants, surveys, program evaluations, needs assessment, plan amendments and pertinent correspondence.
- (13) Maintain required financial records.
- (14) Provide clerical support of Director of ESE / Student Services.
- (15) Answer telephone, route calls and take messages.
- (16) Keep updated enrollment lists Pre-Kindergarten Handicapped and Early Intervention programs.
- (17) Perform other incidental tasks, as determined by the immediate supervisor, to be 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 as frequently as needed to move objects.

## **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 6**