



Athletic & Food Service Accounts Bookkeeper

Job Description			
Position:	Athletic & Food Service Accounts Bookkeeper	Date Created:	12/2/2024
Department:	Administration	Job Type:	F/T-12 Month
Reports To:	Chief Financial Officer	FLSA Category:	Non-exempt
Placement Schedule: Placement Schedule 3, Paygrade 25			

POSITION SUMMARY:

Under the general supervision of the Chief Financial Officer, and in collaboration with the Athletic Director, the Athletic & Food Service Accounts Bookkeeper performs a variety of duties including the bookkeeping for all food service internal accounts and athletic accounts, as well as assisting the Athletic Director in all necessary paperwork for the successful operation of sports activities at North Bay Haven.

KEY RESPONSIBILITIES:

- Develops and maintains a system for athletic department records, operational procedures, and student athletic records and food service accounts.
- Maintains budgets for all athletics for North Bay Haven.
- Prepares and makes daily deposits for both food service accounts and North Bay Haven Booster Accounts.
- Prepares and issues purchase orders, maintains order records to compare invoices received, inventories items as received, and issues checks for invoices received.
- Reconciles billings to purchases for all accounts.
- Maintains all backup documentation related to all food service and athletic financial transactions for the purpose of compliance with school policy and established regulatory guidelines.
- Monitors financial procedures of coaches and booster volunteers.
- Participates in meetings for extra-curricular boosters and/or in-service training of staff members.
- Processes transportation requests for athletic activities as well as reconciles transportation invoices for related events. This includes completing transportation requests for athletic events and field trips, making changes in scheduled transportation as needed, renting vans and buses as needed, and maintaining a record of transportation costs.
- Works with Haven staff on bank reconciliations and monthly review procedures.
- Trains and assist coaching staff with administrative procedures including payment requests, physicals (EL2), liability paperwork (EL3), social media forms, rosters, student eligibility lists, e-mail blasts and any other duty that requires paperwork, travel, or other requests.
- Oversees student athletic insurance program, including managing procedures for proper care of injured athletes, distribution of policy information to athletes, and keeping records of all injuries.
- Assists the Athletic Director with scheduling the use of facilities by athletic staff and faculty, maintains schedules of building use, and informs custodians, staff, and other outside individuals of events.
- Assists the Athletic Director with correspondence, forms, reports and memorandums, as necessary.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (required).
- Previous experience in an accounting or bookkeeping role preferred.
- General knowledge of Federal Law and Florida Law pertaining to business services, school funding, and financial services.
- Strong organizational and time management skills.



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- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____