

## JOB DESCRIPTION - BOOKKEEPER

Qualifications: Knowledge of basic bookkeeping principles and familiarity with computerized bookkeeping systems.

Reports To: District Administrator

Basic Function: To assist administrative staff in the performance of their duties and reporting to include conducting and performing bookkeeping activities such as: reviewing the semimonthly payroll, maintaining all district financial records and reports, preparing monthly financial statements and listing of invoices for board approval, assisting in preparation of district budget, and compiling all financial reports as required for the DPI.

## Responsibilities:

1. Payables:
  - a. Check accuracy of all incoming invoices for approval of the District Administrator.
  - b. Enter invoices into Skyward software for payment at the board meeting.
  - c. Prepare monthly report of payables for board meetings.
  - d. Oversee secretaries in the preparation of purchase orders.
  - e. Maintain district financial records of accounts payable.
2. Receivables:
  - a. Account for and deposit district revenues.
  - b. Receipt all federal, state, CESA, taxes and grant funds.
  - c. Oversee the assistant bookkeeper in receipting district money.
  - d. Maintain financial records of accounts receivable.
3. Payroll:
  - a. Oversee assistant bookkeeper with payroll preparation records, payroll reports, and W-2 preparation.
  - b. Wire money for state and federal withholding taxes, social security and social security Medicare.

- c. Prepare district personnel benefits reports for appropriate agencies to include, but not limited to health, dental, disability, life and long term care, union dues, and tax sheltered annuities.
  - d. Issue application forms to all eligible employees for payroll deductions and fringe benefits.
  - e. Enroll new employees in benefit programs and assist retiring or terminating employees with any necessary forms.
  - f. Know the payroll system well enough to trouble shoot and be able to do all aspects of payroll if necessary.
  - g. Process employee payroll information and data in a confidential and professional manner.
4. Budget and Finance
- a. Reconcile monthly bank statements to district ledger balance.
  - b. Prepare financial reports for board meetings and annual meeting.
  - c. Maintain files and file claim forms for all grants.
  - d. Manage short term borrowing program by making deposits and transfers of funds to and from investments as needed.
  - e. Assist district administrator with the development and revisions of annual budget by inputting budget information into the computer.
5. DPI and State Required Reports
- a. Assist auditors in preparing annual audit report.
  - b. Complete financial sections of the DPI annual and fall budget reports.
  - c. Apply for federal program revenues.
  - d. Prepare tax levy certifications for Department of Revenue and municipal clerks.
6. Scholarship Accounts
- a. Reconcile district managed scholarship accounts.
  - b. Deposit scholarship revenues.
  - c. Prepare scholarship checks and maintain a written account summary of all scholarships.
7. Other Responsibilities
- a. Assist in district office operations in the absence of the administrative assistant/assistant bookkeeper to prepare outgoing and to receive incoming mail, answer phones, take messages, receive employees and visitors, type and distribute memos and correspondence, record school board meeting minutes and maintain district office and personnel files.

- b. Perform other duties as may be required to maintain district financial records.
- c. Perform other duties as directed by the district administrator.

Approved: June 20, 1994

Revised: August 4, 2003