

Griggsville-Perry CUSD #4

JOB DESCRIPTION

Position Title: Bookkeeper
Location: District Office
Reports to: Superintendent
FLSA Class: Non-Exempt
Effective Date:

SUMMARY

This position is responsible for assisting in the administration of the district's business affairs to provide the maximum educational services for the financial resources available.

DUTIES

1. Operates office equipment such as fax machines, copiers, etc.
2. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
3. Responsible for keeping district accounting records.
4. Assists with administering grants with budget preparation and timely spending of all grant monies.
5. Assists auditors during the annual district audit.
6. Assists with obtaining information to prepare an annual financial report for publication in the newspaper each November.
7. Assists with obtaining information for preparation of the annual budget.
8. Completes other financial information and reports to the Superintendent for the preparation of the Transportation Report, Special Education Report, and Food Service Report. All reports should be filed with the appropriate agency before their due dates.
9. Responsible for keeping all district payroll records, calculates time cards and sheets, prepares payroll, prints checks, sorts, stamps, and distributes to employees.
10. Acts as the employee benefits coordinator.
11. Responsible for timely accurate payment of payroll taxes.
12. Responsible for timely and accurate payments of TRS and IMRF for employees.
13. Prepares the Annual TRS Report of Earnings
14. Prepares 941 quarterly reports.
15. Prepares IDES monthly and quarterly reports.
16. Prepares W-2's at the end of the year.
17. Responsible for the preparation and payment of current monthly bills for the District.
18. Prepares the monthly calendar and sends it to the tech coordinator for upload to the Website.
19. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
20. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
21. Works with retiring employees to prepare and file all required forms.
22. Responsible for keeping records of employees' leave of absences.
23. Responsible for acting as the district's HIPAA compliance officer.
24. Maintains documentation relating to the district's health insurance policy.
25. Completes forms in accordance with school district procedures.
26. Coordinates the district property insurance claims and the district health insurance plan.
27. As Bookkeeper, employee must be bonded and has ultimate responsibility for funds.
28. Receives and deposits all state and federal monies.
29. Receives and deposits all tax monies.
30. Prepares financial bank reconciliation for the board each month.

31. Performs basic payroll and accounting type tasks as required, including gathering and depositing funds.
32. Responsible for maintaining locked confidential personnel files on all certificated and non-certificated employees.
33. May be required to perform other tasks as assigned by the Superintendent or the Board of Education.

QUALIFICATIONS

1. High School Diploma or equivalent required; Associates Degree in Accounting/Data Processing Preferred.
2. A minimum of 2-5 years experience in an accounting, bookkeeping, or related position.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Knowledge of a school payroll and accounting system.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The work hours for this position are from 7:30 to 4:00 during the school year and a varied schedule during the summer break months. The schedule is subject to change with district demands.