

Policies of the Board of Education

Section E

Personnel

BOOKKEEPER

500.34

REPORTS TO:

District Administrator

GENERAL SUMMARY OF POSITION:

To provide payroll, accounts payable, financial reporting, budget and banking responsibilities for the district.

KEY DUTIES AND RESPONSIBILITIES:

Payroll

- Prepare semi-monthly paychecks
- Pay all taxes, TSA monies, retirement funds, union dues, etc., when due
- Prepare all quarterly reports, when due
- Prepare W-2's
- Prepare annual retirement report
- Enroll new teacher employees in WI Retirement System
- Enroll employees annually in cafeteria plan

Accounts Payable

- Prepare checks for district bills when due
- Prepare 1099's when required
- Problem solve issues of shipping/billing

Banking Responsibilities

- Deposit district funds to appropriate accounts
- Reconcile bank accounts monthly

District Financial Reports

- Maintain WESSAS accounting system for district funds
- Prepare monthly financial reports to school board
- Prepare financial information for publication when required
- Work with auditor on annual audit
- Prepare reports for Annual Meeting
- Prepare continuing disclosure report

Budget

- Help District Administrator prepare annual budget
- Recommend budget adjustments, when necessary

State Reporting

- Prepare financial state reports for DPI on behalf of district

District Insurances

- Help with information to obtain quotes for liability, workers' compensation, etc. for School Board
- Enroll new employees in district health, dental, long-term care, Life and long-term disability insurances
- Report workers' compensation claims
- File property insurance claims when needed.

Education and/or Experience

1. Associate's Degree (A.A.) or equivalent from two year college or technical school; or a minimum of four years related experience and/or training; or equivalent combination of education and experience. Coursework must include bookkeeping and data processing.
2. Minimum of three years of responsible work experience involving accounting, data processing and spreadsheets.

PERFORMANCE CHARACTERISTICS AND EXPECTATIONS:

1. Demonstrates team-oriented leadership skills
2. Demonstrate a collaborative demeanor and facilitate a collaborative environment.
3. Communicates in a timely and effective manner
4. Utilizes data to make sound and effective administrative decisions.
5. Develop and practice good leadership skills.

ORGANIZATIONAL CULTURE

1. Fosters collaborative environment among Board of education, administration, staff, parents and students.
2. Models behavior to nurture high staff morale and strong District-community relations.

This position may be asked to work on special projects as requested and all other duties as assigned by the Board of Education and District Administrator.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board May 22, 2007