

Bookkeeper: General Ledger Accountant and Payroll
School District Job Description – Revised Dec. 2016

Position Title: Bookkeeper: General Ledger Accountant and Payroll
Department: Central Office
Reports To: Superintendent/Assistant Superintendents

SUMMARY: Applies principles of accounting to record revenue, enter journal entries and prepare financial reports. Maintains accurate and systematic financial records for the district. Assists with Human Resources and other office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

General Ledger and Accounting Responsibilities

- Assists in budget preparation and enters District budget and revisions in accounting program.
- Manages District banking and transfers of funds.
- Oversees reconciliation of District bank accounts and balance district cash balances monthly.
- Tracking and reporting of general obligation bond transactions.
- Prepare and posts monthly journal entries to the general ledger.
- Runs and maintains accurate monthly financial reports.
- Compiles financial information to prepare reports for the School Board:
 - Cash Financial Statement
 - Budget performance report - Revenue
 - Budget performance report – Expenditures
- Assists and prepares information for annual audit.
- Gathers information, analyses and prepares administrative reports.
- Prepares other reports for state and federal agencies.

Payroll Responsibilities

- Prepares payroll data for all school district employees and inputs data into the computer.
- Prepares, verifies, and distributes checks.
- Prepares checks and maintains records for all payroll liabilities.
- Balance payroll and withholding accounts.
- Prepares required governmental reports; retirement, IRS, W-2's etc.
- Prepares all payroll financial statements.
- Handles all questions concerning payroll and liabilities.
- Provides payroll and liability for budget.
- Reviews payroll to ensure accuracy.
- Assists with human resources

SUPERVISORY RESPONSIBILITIES:

None.

EDUCATION and/or EXPERIENCE:

Associates Degree with Bachelor's Degree preferred and one year of experience OR equivalent combination of education and experience OR two-three years job-related experience.

OTHER SKILLS AND ABILITIES: Knowledge of accounting principles and procedures. Knowledge of computers, data base software programs and spreadsheet skills. Ability to collect, analyze, and report data. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements, State requirements and Board of Education policies.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.