

541.2 - BOOKKEEPER JOB DESCRIPTION

The Bookkeeper is responsible for all aspects of payroll and accounting, maintenance of all District financial records and timely filing of required District reports.

QUALIFICATIONS:

Minimum of an Associate Degree in accounting and/or three years' experience performing, at a high level, the duties and responsibilities associated with this position. Possess strong computer and program application skills. This position requires a high degree of confidentiality and discretion.

REPORTS TO:

Finance Director

****Represents duties/responsibilities added during the time when no business manager was employed full-time with the school district.**

PERFORMANCE RESPONSIBILITIES:

- Maintain a complete and systematic set of accounts payable and payroll records for the School District following accepted accounting principles
- Assist Administration in budgeting process
- Prepare and maintain records and reports required for payroll, payroll deductions, employee insurance coverage, and other employee benefits
- Enroll employees and maintain records as required for the Wisconsin Retirement System
- Assist with preparation of pre-audit materials and reports for the District auditor
- Oversee record keeping for student activity accounts
- Process invoices and accounts payable checks for all funds
- Type and process all purchase orders
- Maintain all disbursement related records
- Verify that packages of supplies and materials received for classroom and office use are accurately counted and correctly distributed
- Assist the District Administrator, Finance Director and Administrative Assistant where needed
- ****Work with auditors to complete year-end audit**
- ****Monitor the Student Activity Fund**

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Approved: December 15, 2008

Revised: February 18, 2009, September 28, 2016, September 20, 2023