

Bookkeeper, Personnel
School District Job Description

Position Title: Bookkeeper, Personnel

Department: Central Office

Reports To: Superintendent

Bookkeeper/Payroll

SUMMARY; Records hours of work, processes time records, compiles payroll statistics, maintains payroll control records, and calculates payrolls by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Prepares payroll data for all school district employees and inputs data into the computer.
- Verifies report of absence and maintains employee's accumulated sick leave.
- 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.
- Prepares for and works with school auditors for the annual audit.
- Reviews payroll to ensure accuracy.

Human Resources

SUMMARY; Maintains personnel records. Serves as secretary for typing and distributing contracts for all employees. Oversees and personally works with the self-insured health insurance program for the District.

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

- Plans and directs implementation and administration of benefits programs for the school district.
- Acts as troubleshooter and liaison between school district and insurance companies.
- Sends COBRA information to the third-party administrator for implementation.
- Notifies employees of change in benefit programs.
- Oversees Workers' Compensation Program.
- Processes employment verifications for mortgage companies.
- Processes teacher leaves of absence.
- Processes extra graduate hours.
- Maintains lists of probationary and tenure teachers and length of service in district.
- Prepares administrator, certified, and non-certified contracts annually.
- Types letter of intent for new employees hired.
- Oversees the maintenance and use of Sick Leave Pool

E-Rate Program

SUMMARY: Prepares reports submitted to governmental agency to participate in the E-Rate program and get refunded partially on the districts phone bills.

Acknowledged _____

Date _____

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares the initial report for each new funding year followed up by two other mandatory reports to obtain funding.
- One set of reports is required for each funding requested. Example local phone service, long distance phone service, cell phone service, and any request for fiber optic cabling, etc.
- Submits every quarter request of payment to government on each service for E-rate compliance.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE;

Associate's Degree and one year of experience OR two to three years job-related experience. Familiarity with Microsoft Office Suite.

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.



Acknowledged _____

Date _____