

Kinnikinnick Community Consolidated Schools
District No. 131

Job Description
District Bookkeeper

Qualifications:

- Bachelor of Science degree in Accounting from an accredited institution preferred.
- Prior public-school fund accounting experience preferred.

Skills and Abilities:

- Ability to manage accounts receivable, accounts payable, payroll functions, and State & Federal reporting for a large elementary school district.
- Extensive knowledge of budgetary, payroll, and computer financial database systems.
- Extensive knowledge of Microsoft/Google products including, but not limited to, recent versions of Windows Office (Word and Excel).
- Ability to work without direct supervision and/or in conjunction with the District Treasurer, vendors and school and district office personnel.
- Attention to detail is a must and cannot be overstated.
- Ability to maintain strict confidentiality at all times.

Reports to: Chief School Business Official

Job Goal: To process and maintain the integrity of all financial systems including budgetary, accounting, payroll, employee benefits, purchasing, reporting and auditing.

Job Responsibilities:

- Complete regular accounts receivable and accounts payable duties, such as preparing financial reports, journal entries and Federal 1099 forms, researching and reconciling discrepancies, and processing all transactions.
- Maintain financial security by regulating all outgoing cash flow as needed.
- Balance all payable checks to invoices and cash sheets for receipts and expenditures to the Treasurer's report.
- Work within the official district budget and assist the Chief School Business Official in maintaining the integrity and backup of the designated balances.
- Perform payroll duties in a timely manner for 24 pay periods, including preparing for accurate annual payroll, processing benefit payroll deductions and taxes, data input and record keeping, error checking and payment processing through specific software.
- Serve as the District TRS, EIS, FMLA, and IMRF Authorized Agent and prepare all annual and monthly reporting for these systems.
- Maintain and utilize the district's purchase order system, to ensure proper ordering, data entry, filing, and preparation of payments.
- Prepare, submit, and publish various district, state and federal reports as required.

- Help advise staff and community partners (PTO) with proper filing of expense reports, 403(b) paperwork, W-4 tax forms, etc. as needed.
- Participate in the company's internal annual audit by collecting relevant data, recording adjustments properly and creating required reports and documents.
- Other duties as assigned due to changes in local, state or federal policies, rules, and/or regulations.

A complete list of all job duties follows this job description.

Essential Job Functions:

- Accurate data entry and management of all District Accounts Receivable, Accounts Payable, Budgetary, and Payroll functions using provided District financial program(s).
- Accurate representation of District position for all State & Federal reporting.
- Confidentiality, accuracy and attention to detail in regards to all aspects of the position.
- Ability to work without direct supervision as well as collaborate with other office staff.
- Ability to maintain a professional atmosphere at all times when dealing with staff, vendors, and the general public whether in person, electronically, or on the telephone.
- Ability to work on location.
- Ability to sit, stand, bend and lift up to 10 lbs.
- Consistent and regular attendance is an essential function of this position.

Terms of Employment: 2080 hours annually (260 days); unpaid lunch break; salary as determined by the Board of Education; Non-Exempt Position; benefits as outlined in Board Policies 5:270 & 5:330

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of support personnel.

KINNIKINNICK COMMUNITY CONSOLIDATED SCHOOLS DISTRICT NO. 131

JOB RESPONSIBILITIES DISTRICT BOOKKEEPER

RESPONSIBILITIES:

1. BUDGETARY/ACCOUNTING FUNCTIONS:

- A. Sustain a working relationship with the accounting program vendor to maintain and ensure the accuracy/integrity of all programs.
- B. Enter all invoices with appropriate IPAM account numbers for Board of Education approval at monthly meetings.
- C. Enter employee deductible reimbursements payments received from the Health Reimbursement Arrangement (HRA) administrator for inclusion with monthly payables.
- D. Prepare Bills Payable Report for monthly Board of Education meeting.
- E. Prepare all payable checks following Administration and Board of Education approval for issuance on the 30th of each month.
- F. Balance payable checks to invoices and mail.
- G. Maintain the integrity of the payable files.
- H. Enter all cash receipts, confirming the accuracy of deposit and correct coding of account numbers per chart of accounts.
- I. Determine the monthly wire transfer amount from PMA into the general checking account based upon the monthly cash flow and current payable and payroll expenditures.
- J. Set up monthly wire transfers for payroll, payables, and bond payments as needed. Follow up to ensure the completion of wire into the proper accounts.
- K. Prepare all monthly and year-end budgetary reports for Administration, Board of Education, and auditors.
- L. Balance cash sheets for receipts and expenditures to the Treasurer's report in conjunction with the District Office secretary on a monthly basis for the Board of Education and the appointed School District Treasurer.
- M. Prepare and enter all necessary and appropriate journal entries.
- N. Preserve and retain backups of all accounting programs as recommended by the software vendor and the district's technology department.
- O. Prepare and disseminate all Federal 1099 forms as required by the Federal government for applicable vendors.
- P. Work within the official district budget and assist the Chief School Business Official in maintaining the integrity of the designated balances.

2. PAYROLL:

- A. Sustain a working relationship with the payroll program vendor to maintain and ensure the accuracy/integrity of all programs.
- B. Maintain payroll master files by entering new employees, contracts, pay rates, distribution codes, payroll deductions, etc.
- C. Record and check for accuracy all employee absences (sick and personal days, vacation days) through the District absence management system.

- D. Process payroll for 24 pay periods annually for all certified and non-certified staff, and substitutes from beginning to end.
- E. Enter all hours worked for each employee into the District PPACA spreadsheet.
- F. Initiate and submit payroll wire for electronic submission at least two business-banking days prior to payroll date.
- G. Prepare and distribute payroll deduction checks for Federal and State payroll taxes, TRS and IMRF monthly remittances, 403(b) contributions, TRS SSRP, dependent insurance coverage, etc.
- H. Prepare and electronically submit any Board approved Health Savings Account (HSA) payments by mid-September annually.
- I. Maintain all payroll reports in District office binders in preparation for annual audit.
- J. Confirm accuracy of reporting 403(b) census information to Common Remitter.
- K. Submit quarterly payroll taxes to Federal and State government entities.
- L. Track and verify certified staff s movement on the salary schedule by requesting graduate hour transcripts to compare with pre-approved graduate course paperwork.
- M. Finalize annual at-will calendars for non-certified staff and send out employee at-will letters which reflect the new hourly rates for the fiscal year.
- N. Prepare the annual teacher salary and deductions letter for verification by all certified staff.
- O. Preserve and retain backups of all payroll programs as recommended by the software vendor and the district's technology department.
- P. Serve as the District TRS and IMRF Authorized Agent.
- Q. Enter and maintain all necessary data in the TRS Gemini system.
- R. Prepare and submit the TRS Annual Retirement report.
- S. Prepare and submit all data required for the Employee Information System (EIS) report twice annually or as required by the Illinois State Board of Education (ISBE)
- T. Prepare and submit all other payroll related reports as required by ISBE.
- U. Prepare all employee W-2s for distribution in January. Electronically file all Federal and State copies per IRS rules and regulations.
- V. Prepare and track all FMLA (Family Medical Leave Act) absences to ensure the Department of Labor standards and guidelines are being upheld.

3. INSURANCE:

- A. Work with the District Office secretary to maintain the accuracy of the District employee insurance programs by updating premium changes for both Board paid and voluntary employee and/or dependent coverages as needed.
- B. Work with the broker to ensure the accuracy of the monthly billing and resolve discrepancies, as needed for all lines of employee insurance coverage.
- C. Verify the accuracy of any voluntary and/or dependent premiums to be withheld from all employee payroll checks.
- D. Remit the monthly premiums to the appropriate vendors.

4. PURCHASE ORDER (PO) SYSTEM:

- A. Enter all Purchase Orders (POs) as received into the accounting program with the proper IPAM account number(s).
- B. Maintain a file in alphabetical order of all white and/or yellow copies of POs for matching to invoices as received.
- C. Maintain a file in numerical order of all pink copies of POs as another frame of cross-referencing and in preparation for the annual audit.
- D. Place orders with the requisite signatures of the building administrator, and the CSBO or Superintendent by submitting POs via mail, email, or fax to the vendor as is most expedient..
- E. Ensure that all packing slips are received from staff noting receipt of all materials before attaching them to the appropriate PO in preparation for payment.
- F. Enter all invoices into the budgetary program for payment, removing any encumbrances as needed and reconciling any remaining balances.
- G. Cut accounts payable checks, ensuring accuracy of payments, attaching District's check copy to invoice and filing alphabetically by vendor.

5. AUDIT & FISCAL YEAR-END REPORTS:

- A. Meet with auditors prior to annual audit to discuss and assess District policies and procedures for the year and to note any significant changes. Specific importance is placed upon internal controls, and collection and disbursement of cash.
- B. Prepare and upload all work papers as required by the District's independent CPA firm for access during the annual audit.
- C. Work closely with the auditors while onsite for the annual audit as well as afterwards to ensure that they have access to all necessary documents when needed.
- D. Verify and enter audit adjustments into the budgetary system and balance to final trial balance.
- E. At fiscal year-end, work with the software vendor to roll the budgetar, accounting, and payroll programs over to the new fiscal year - paying strict attention to the fund balances.
- F. Prepare the Annual Financial Statement for electronic submission to the IL State Board of Education and to the local newspaper for publication.

6. MISCELLANEOUS DUTIES:

- A. Assist Superintendent's secretary with personnel documentation as needed.
- B. Work closely with the PTO Treasurer to process any PO's that are being funded by their organization on behalf of District employees.
- C. Prepare, submit, and publish the District Annual Statement of Affairs (ASA) on or before the statutory deadlines established by ISBE.
- D. Update the Employee Information System (EIS) periodically on or before the statutory deadlines established by ISBE.
- E. Help advise staff with proper filing of expense reports, 403(b) paperwork, W-4 tax forms, etc. as needed.
- F. Prepare and submit EEOC audit every two years (even numbered calendar years).
- G. Other duties as assigned due to changes in local, state or federal policies, rules, and/or regulations.