

OAK GROVE SCHOOL DISTRICT #68
JOB DESCRIPTION

<u>TITLE:</u>	Oak Grove Bookkeeper
<u>QUALIFICATIONS:</u>	Associates Degree in related field (2-year minimum preferred) Experience in related field preferred
<u>REPORTS TO:</u>	Superintendent
<u>TERMS OF EMPLOYMENT:</u>	The position of Oak Grove Bookkeeper is a twelve-month position (235 Days) with 8-hour days with a half-hour unpaid lunch and as agreed upon by the Board of Education.
<u>POSITION GOALS:</u>	The Bookkeeper is responsible for ensuring that the business operations of the district are administered in accordance with established Board of Education policies and regulations. Additional, the bookkeeper will review and report to the Superintendent all financial information concerning the district. The Bookkeeper is a lawful custodian of school funds.

PERFORMANCE DESCRIPTORS:

- Develop and process twice-monthly payroll files and coordinate release with the School District's Bank.
- Enter all cash and credit card receipts for deposit in different school district checking accounts.
- Enter and submit all journal entries necessary for reconciliation and fund accountability for approval.
- Coordinate all time-off allocations to employees, document year end balances, and track time-off use.
- Track all hourly employees' timesheets for accuracy and enter appropriate time into the financial system.
- Track all substitutes pay within the financial system, coordinating grant payment with the Superintendent.
- Manage and update the Oak Grove Health Insurance Portal through the Central Illinois Educator's Trust.
- Reconcile bank statements monthly with district financial software and the District Treasurer.
- Create general ledger account numbers and reports for financial account tracking and documentation.
- Assist with fiscal year budget changes as needed and requested by the Superintendent.
- Create and maintain employee paper and electronic human resource files, updating seniority lists annually.
- Generate all end-of-month and end-of-year reports for district audit, accountability, and documentation.
- Coordinate, assign, apply, and update all necessary employee payroll deductions and benefits.
- Ensure prompt payment of accounts payable invoices created from payroll files and reconcile monthly.
- Prepare and transmit TRS & IMRF report on a yearly / monthly basis, including proper payments associated.
- Prepare and transmit Quarterly / Annual tax documents associated with federal and state tax payments.
- Coordinate all aspects of the School District independent financial audit annually.
- Accounts payable payments for daily, weekly, monthly and annual bills, providing a report to the BOE monthly.
- Complete necessary employee TRS & IMRF documents regarding retirement, benefits, questions, and enrollment.
- Create, track, and complete purchase orders within the financial system.
- Order, track, and deliver supplies for office, school classrooms and district initiatives.
- Enter and complete employee records in the Employee Information System (EIS) through IWAS .
- Complete necessary work to close out the financial year within the financial management system.
- Process W-2 forms for distribution in January of each year and submitting data file to Social Security Administration.
- Perform all other duties necessary to the position and other duties as may be assigned by the Superintendent.

SPECIFIC KNOWLEDGE/SKILLS: Specific skills related to carrying out the district mission that will allow for optimal student success through detailed, thorough .

EVALUATION: Minimum annual evaluation by assigned administrator, additional evaluations may apply.

BOARD APPROVAL DATE: MARCH 24, 2021