

**PANA COMMUNITY UNIT SCHOOL DISTRICT #8**  
**JOB DESCRIPTION**

**Position Title:** Bookkeeper  
**Department:** District Administration/Staff  
**Reports to:** District Superintendent  
**FLSA Class:** Non-Exempt  
**Revised Date:** July 11, 2017

**SUMMARY**

This position is responsible for assisting in the administration of the district's business affairs to provide the maximum educational services for the financial resources available.

**DUTIES**

1. Operates office equipment such as fax machines, copiers, etc.
2. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
3. Responsible for keeping district accounting records.
4. Assists with financial reporting of all federal and state monies.
5. Assists auditors during the annual district audit.
6. Prepares and uses annual financial report information to complete publication report in newspaper each November.
7. Assists with preparation of the annual budget.
8. Completes other financial information and reports for the Transportation Report, Special Education Report and Food Service Report. All reports should be filed with the appropriate agency before their due dates.
9. Prepares monthly financial reports for each fund for the Superintendent and Board of Education.
10. Assembles and prepares the necessary files and documentation for the annual audit and I.S.B.E audits of categorical to ensure that a timely financial audit can be completed.
11. Assist the Superintendent in managing the District Budget by monitoring line items and reporting on significant variances.
12. Assists the Superintendent/District Treasurer in the proper investment of District Funds
13. Responds to expenditure and budget questions from authorized District personnel.
14. Prepares financial information in response to the Superintendent's ad hoc requests.
15. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
16. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
17. Completes forms in accordance with school district procedures.
18. Records deposits of all state and federal monies.
19. Records deposits of all tax monies that are direct deposited.
20. Prepares financial bank reconciliation for the board each month.
21. Responsible for maintaining locked confidential personnel files on all certificated and non-certificated employees.
22. Performs many tasks in concert with the District Payroll Clerk.
23. Keep track of employee related deaths and hospital stays in order to make appropriate donation/gift.

24. Work with appropriate supervisors to maintain records and process claims of district-wide student and vehicle accident claims and property damage/loss; prepares reports as necessary.
25. May be required to perform other tasks as assigned by the Superintendent, Assistant Superintendent of Business, or the Board of Education.

### **QUALIFICATIONS**

1. High School Diploma or equivalent required.
2. A minimum of 2-5 years experience in an accounting, bookkeeping, or related position.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, Powerpoint, etc.
4. Ability to lift and carry up to 20 lbs.
5. Ability to push/pull up to 10 lbs.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
7. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
8. Enforce school regulations and policies in a professional manner.
9. Ability to maintain good working relationships with fellow employees and pupils.

### **SCHEDULING**

The current work hours for this position are 7:30 a.m. to 3:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested.