

Adopted: 6/13/2016

## School District of Turtle Lake

### Bookkeeper

#### Position Description School District of Turtle Lake

Job Title	Bookkeeper
Qualifications	<ol style="list-style-type: none"> <li>1. Two-year accounting or related degree.</li> <li>2. Experience in a related field.</li> <li>3. Working knowledge of accounting and bookkeeping principles and procedures.</li> <li>4. Ability to keep fiscal and financial records and make reports.</li> </ol>
Reports to:	Superintendent
Terms of Employment	Twelve Month
General Performance Responsibilities	<p>Personnel Wage and Benefits Information.</p> <ol style="list-style-type: none"> <li>1. General knowledge of the following policies and contracts:               <ol style="list-style-type: none"> <li>a. Wisconsin Retirement</li> <li>b. Social Security</li> <li>c. State and federal withholding taxes</li> <li>d. Family and Medical Leave Act – state and federal</li> <li>e. Board policy</li> <li>f. Employee handbook</li> <li>g. Health, dental, disability, and life insurance policies</li> <li>h. 403b plans</li> <li>i. Health savings and retirement accounts</li> <li>j. Medical expense reimbursement accounts</li> <li>k. Flexible spending accounts</li> </ol> </li> </ol> <p>Budgetary</p> <ol style="list-style-type: none"> <li>2. Establish and maintain budget accounts as required by federal, state, and DPI mandates.</li> <li>3. Establish and maintain internal audit procedures.</li> <li>4. Maintain the required annual audit cycle and work to implement recommendations.</li> <li>5. Monitor and file claims for State &amp; Federal aid/or revenues.</li> <li>6. Work with the Superintendent to develop budget projections for Board of Education approval.</li> <li>7. Meet with the Superintendent and building principals to establish budget accounts to accommodate program needs.</li> <li>8. Prepare tax levy rates by fiscal needs/approved budget of the district.</li> <li>9. Monitor expenditure levels with the use of an encumbrance system to maintain budget guidelines.</li> <li>10. Prepare monthly budget status reports to be distributed to the Superintendent and the Board of Education.</li> <li>11. Utilize temporary borrowing procedures as required.</li> </ol>

#### Cash Flow Maintenance

12. Maintain a positive cash flow.
13. Provide appropriate dollar transfers between accounts to cover expenditures.
14. Post cash receipts.
15. Prepare all checks for vouchers and approval for payment by the Board of Education.
16. Prepare and make payroll tax deposits.
17. Reconcile monthly bank statements.
18. Prepare monthly financial statements for presentation to the Board of Education.

**19. Reconcile and record athletic event ticket boxes.**

**20. Update and maintain skyward for employee access to do complete requisitions and purchases.**

#### Federal, State, and DPI Reporting

21. Monthly Reports:
  - a. WRS Monthly Remittance Report
22. Quarterly Reports:
  - a. Unemployment Insurance Quarterly Report
  - b. Form 941 Employer's Quarterly Federal Tax Return
23. Annual Reports
  - a. Employee W-2's and file submission
  - b. WRS Annual Report and file submission
  - c. Wisconsin Form WT-7 and file submission
  - d. DPI Annual Report
  - e. DPI Budget Report
  - f. DPI SE Annual Report
  - g. DPI SE Budget Report
  - h. PI-1202 Fall Staff Report
  - i. PI-1505 School Census Report
  - j. PI-1547 Transportation Report
  - k. WISE grants
  - l. Management Discussion & Analysis Report for inclusion in Annual Audit after approval of Superintendent (MD & A Report required by GASB #34 rules)
  - m. Provide fixed asset documentation required by GASB #34 rules for Annual Audit

**24. PI-18041805 Pupil Count Summer**

**25. PI-1505 Calendar Report**

**26. PI-1804 Summer School Report**

27. Work cooperatively with the Superintendent to prepare required financial reporting to CESA. (I.e., Federal Grants, Title Grants, AODA, etc.)
28. Work cooperatively with the auditor to provide the required information for the preparation of the annual audit.
29. All reports will be submitted in a timely and accurate.

#### Special Education 66.0301 Package Programs

30. Prepare 66.0301 Budget Agreements for participating districts.
31. Submit periodic financial reports and billings to other districts involved in the 66.0301 agreements with the Turtle Lake School

	<p>District.</p> <p>32. Calculate and remit transit of aid to the participating districts.</p> <p>33. Prepare contracts for school-based services.</p> <p>Software Maintenance</p> <p>34. Maintain the integrity of general ledger and payroll software programs.</p> <p>35. Troubleshoot problems with the software.</p> <p>36. Communicate with the software vendor to correct software problems and implement changes and updates as needed.</p> <p><b>Employment</b></p> <p><b>37. Post job vacancies as outlined in the Employee Handbook.</b></p> <p><b>38. Create access to skyward and school systems.</b></p> <p><b>Office Management</b></p> <p><b>39. Greet visitors and answer the telephone. Assign the phone calls to the appropriate person.</b></p> <p><b>40. Schedule requested appointments for the principal and notify the principal of such appointments.</b></p> <p><b>41. Be responsible for the accurate filing of school communications and forms.</b></p> <p><b>42. Help create a pleasing office appearance and positive climate.</b></p> <p><b>43. Assist with managing the secure entrance door during school hours.</b></p> <p><b>44. Maintain confidentiality and adhere to the chain of command.</b></p> <p><b>45. Answer the telephone and assign the call to the appropriate person.</b></p> <p><b>46. Help create a pleasing office appearance and positive climate.</b></p> <p><b>47. Manage the secure entrance door during school hours.</b></p> <p><b>48. Maintain confidentiality and adhere to the chain of command.</b></p> <p><b>49. Assist the guidance counselor.</b></p> <p><b>50. Coordinate summer school teachers/aides, schedules, rooms, and enrollments.</b></p> <p><b>51. Order health supplies, teacher, and office supplies.</b></p>
Other Assigned Responsibilities	<ol style="list-style-type: none"> <li>1. Perform background checks on applicants.</li> <li>2. Maintain applicant files for vacancies.</li> <li>3. Manage substitute software and ensure all areas are covered.</li> <li>4. Daily set up of substitute materials.</li> <li>5. Attend those conferences, workshops, etc. which will enhance the skills and understanding necessary to promote an effective business operation as approved by the Superintendent.</li> <li>6. Other duties as directed by the Superintendent and/or Board of Education</li> <li>7. Attend such Board of Education and/or Committee meetings as requested to assist with budget development/evaluation and dissemination of information.</li> <li>8. Compiles employee and student accident reports.</li> <li>9. Monitor and follow through on all resignations and issue liquidated damages letter, if appropriate.</li> <li>10. Prepare employment contracts for all professional staff as well as extracurricular contracts for coaches and advisors.</li> </ol>

	<ol style="list-style-type: none"> <li>11. Maintain an up-to-date report of DPI licenses. Maintain personnel files for all staff in the district.</li> <li><b>12. Assist when the building secretary is out of the office.</b></li> <li><b>13. Administer and track keys and fobs to staff and people who need them for their activity.</b></li> <li>14. <b>Process criminal background checks.</b></li> <li><b>15. Create and distribute the staff directory and crisis tree annually.</b></li> <li><b>16. Maintain a list of volunteers and update background checks.</b></li> <li><b>17. Attending conferences, workshops, and meetings to enhance skills and understanding necessary for job performance and as approved by the Superintendent.</b></li> <li><b>18. Assist with the SOS program.</b></li> <li>19. Other duties as assigned by administration.</li> </ol>
Evaluation	Evaluation by the immediate supervisor will occur on an annual basis.