

Job Description
La Porte Community Schools

**JOB TITLE: Office Personnel-Bookkeeper
Educational Services Center**

IMMEDIATE SUPERVISOR: Director of Business Operations

SUMMARY: : Function under the supervision and direction of the Director of Business Operations and the Head Bookkeeper to prepare Federal, State, and local reports, maintain financial ledgers as required.

QUALIFICATIONS: High School Graduate with abilities in typing, adding machine, copiers, computer skills and general accounting experience

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

DUTIES:

1. Reconciles 12 separate bank statements monthly. Maintains interest spreadsheet and enters service charges into financial for each account. Secures monthly bank statement from Bank. Files all canceled checks.
2. Shares responsibility in preparing bank deposits and delivering deposits to various banks.
3. Assists in paperwork in purchasing and recording CD purchases.
4. Follows up by phone calls, letters, and going directly to banks to collect NSF checks. Also assists Child Care and Little Learner's Pre School in collecting NSF checks.
5. Calls bank for payroll to track lost or misplaced payroll checks. Initiates stop payments when necessary.
6. Delivers school corporation mail to U.S. Post Office each day, including certified and any special mail delivery. Picks up mail in post office box. Takes claims and checks to post office to pick up stamps for various schools. Takes checks for permits to post office.
7. Responsible for Educational Service Center Extra-Curricular Accounting. Responsible for Annual Report and filing of all La Porte Community School Corporation Extra Curricular Accounts to the School Board. Makes extra curricular bank deposits and reconciles bank statement.
8. Enters all claims bi-monthly for board docket. Runs the accounts payable checks and prepares checks for distribution to vendors. Prepares claims as needed. Prepares claim docket and summary for Director of Business when head bookkeeper is unavailable. Boxes up claims

and maintains files every 6 months.

9. Shares responsibility with the head bookkeeper in preparing employee retirement estimates. This includes compiling all information to prepare estimates and completing financial section of applications for Teacher's Retirements.
10. Types pre run checks as needed and records on cash sheet. Also, voids and reissues checks as needed.
11. Responsible for reviewing Verizon phone bills and distributing individual copies to all buildings. Handles getting credit on our accounts for any unauthorized charges or discrepancies.
12. Issues checks, claims, and make deposits for bi-weekly payroll.
13. Figures payroll taxes and call in EFTPS on Fridays and Monday of each payroll week. Prepare claims, enter FICA, and total payroll into financial system. Maintain 941 spreadsheet bi-weekly.
14. Responsible for preparing contracts for out of district tuition students. Handles collection of payments for same making sure all contracts are paid on a timely basis. Follows through with letters and phone calls when payment become delinquent.
15. Backup head bookkeeper on monthly revenue and expenditure reports as needed.
16. Prepares W-2 tax forms for W-3 Transmittal at end of year. (Third Party Sick Pay)
17. Throughout the year, maintains and enters W-9 information collected into financial system to balance with 1099's at year end. Runs 1099's at year end and prepares from 1096.
18. Sorts, opens, and distributes mail for financial department when accounts payable clerk is absent.
19. Assists head bookkeeper in all aspects of accounting as needed.
20. Completes multiple tasks for supervisor as needed.

CERTIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary to be determined by the Board.

Bookkeeper
March 2005