

Job Description  
La Porte Community Schools

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

**IMMEDIATE SUPERVISOR:** Director of Business Operations

**SUMMARY:** : Function under the supervision and direction of the Director of Business Operations 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

**DUTIES:**

1. Prepare typed claim docket for School Board Meeting twice a month, and accompanying Pre Run Summary for Ass't. Supt. of Business.
2. Record all receipts for the school corporation into financial software.
3. Maintain files for all Electronic Funds Transfers from the State Auditor.
4. Prepare and deliver deposits to banks.
5. Balance daily cash sheet.
6. Type, distribute, and enter pre-run claims and checks into financial software.
7. Function under the supervision and direction of the Director of Business Operations with the immediate charge and responsibility for the following reports.
  - A. Monthly Revenue and Expense Reports.
  - B. School Form 515 / Transfer Tuition Statement.
  - C. State Form 9 Report, due every six months.
  - D. Teachers' Retirement Quarterly P-31 reports.
  - E. Public Employees Retirement Fund Quarterly reports.
  - F. Public Employees Retirement Applications.
  - G. Social Security bi-monthly, quarterly, and annual reports.
  - H. UC-5 Quarterly Reports.
    - I. Prepare financial section of applications for Teachers' Retirements.
    - J. Maintain spreadsheet for PL 221 for Ass't. Supt. of Business.
    - K. Run bi-annual Master Book Reports.
    - L. Review file for W-3 Report at year end , as well as Distribution of 1099's.
8. Assist Director of Business Operations by maintaining all financial ledgers and reports necessary for planning and preparation of the annual budget, special appropriations,

cummulative fund balances or any other reports required.

9. Assist Director of Business in compiling and maintaining all financial records for the following:
  - A. South La Porte County Special Education Co-Op.
  - B. Cash Flow Sheets and all records for Indiana Bond Bank.
  - C. Receipt and Expenditure portion of Annual Report Card.
  - D. File and spreadsheet for La Porte County Auditor Receipts.
  - F. File and registers for Investments - all funds.
10. Responsible for adding money to Postage Meter.
11. Back up for delivering school corporation mail to US Post Office each day.
12. Assume the other bookkeepers' duties and responsibilities in their absence.

#### QUALIFICATION 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.

Head Bookkeeper

March, 2005