

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

JD SS 440  
Updated: September 2012

**Position Title:** **District Bookkeeper**

**Qualifications:**

- High school diploma with concentration in business education courses.
- Vocational/Technical school training in accounting, records management, and/or word processing is desirable.
- Ability to compute advanced mathematical calculations accurately.
- Ability to use a calculator quickly and accurately.
- Ability to use basic office equipment.
- Knowledge in the area of payroll-related reports for federal and state agencies.
- Effective organizational abilities.
- Knowledge in the area of computer processing of payroll and payroll records as well as budget and accounting records.
- Knowledge of general bookkeeping and state bookkeeping requirements.
- Knowledge of budget management.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

**Immediate Supervisor:** District Administrator

**Position Function:**

To prepare and maintain district payroll-related and personnel records as well as budget, bookkeeping, accounting records and related reports.

**Specific Responsibilities:**

1. Prepare district payrolls
  - Check, verify and process pay requests.
  - Check and verify monetary contractual obligations for all professional staff.
  - Prepare all payroll checks on the computer.
  - Maintain all necessary computer generated payroll reports.

2. Prepare monthly/quarterly/yearly reports for the appropriate local, state and federal agencies including but not limited to:
  - State tax withholding reports, W-2's and annual reconciliation.
  - Federal tax withholdings report.
  - State teacher retirement system reports.
  - Unemployment compensation reports.
  - Apportionment of local taxes among municipalities.
  
3. Prepare district personnel benefit reports with the appropriate agencies, including but not limited to:
  - Long-term disability insurance.
  - Health/Vision insurance.
  - Dental insurance.
  - Life insurance.
  - Tax sheltered annuities.
  
4. Maintain and update employee files and records, including but not limited to:
  - Payroll information.
  - Enroll new employees in benefit program.
  - W4, W4-T, I9 and other pertinent employee forms.
  
5. Maintain district financial records.
  - Payroll records.
  - Balance monthly bank statements for all accounts.
  - Prepare monthly financial statements for all accounts.
  - Prepare invoices for payment.
  - Keep accurate records of revenues in banks for all funds.
  - Prepare worksheets for budget estimates.
  - Prepare financial portion of annual meeting information.
  - Transfer funds from and into accounts as directed.
  - Inform district administrator of cash flow situation.
  - Complete and file various government claim forms with the appropriate agencies.
  - Complete and file various special education claim forms with the appropriate agencies.
  - Submit Annual & Budget Reports to the Department of Public Instruction.
  - Prepare financial reports for yearly audit

6. **General Office Operations**

- Perform basic clerical duties.
- Order office and other supplies as needed.
- Assist all retiring or terminated employees with necessary forms.
- Prepare employment, vending, service or other contracts for signature and approval.
- Attend committee and/or board meetings as requested/required.
- Perform other duties as may be assigned by the district administrator.

**Term of Employment:** Salary and work year to be established by the Board.

**Evaluation:** Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator.