

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Bookkeeper Payroll/Insurance

QUALIFICATIONS:

1. Certified on an employee's medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, and mathematics.
3. Two years experience in accounting or bookkeeping or demonstrated competence in the tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Director of Business Affairs

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Computes all payrolls via contracts, time cards/sheets, Phase, summer school, extra duty assignments and other taxable compensation due to district employees. Verifies all data entered and amounts before payroll records are generated.
2. Enters deductions for income tax, retirement, annuities, credit union, dues, etc. Prepares reports and checks for proper agencies covering all deductions, and maintains records covering all deductions and year end reconciliation's and reports.
3. Prepares all tax forms relating to payroll matters.
4. Makes timely deposits of payroll taxes and withholdings.
5. Prepares payment for district benefits such as health, dental, optical, life & long term disability insurance. Keeps accounting records for COBRA participants and retirees.
6. Prepares and distributes W-2's for all employees. Prepares all tax forms relating to payroll matters.
7. Performs data entry of payroll/personnel records into computerized payroll system, maintaining the hard copy for verification. This includes maintaining anniversary dates of the classified employees for step increases.
8. Processes paperwork for employees leaving the district, for example, IPERS refund/retirement requests and COBRA.
9. Annually provides employees with enrollment forms for the Flexible Spending Plan.
10. Generates specific personnel and/or payroll information as requested by the administration.

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- 11. Assists in preparing and maintaining databases for negotiations for all bargaining groups.
- 12. Coordinates the annual printing of employee employment contracts and letters of assignment.
- 13. Maintains proficiency in operation of computer software (including financial accounting, payroll system, word processing, database, and spreadsheets), calculators, copiers, and facsimile machines.
- 14. Such other duties as directed by the Director of Business Affairs.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Support Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities.)

4/28/05

