

District Bookkeeper - Vacancy ID: 201820

Vacancy Details

Title
District Bookkeeper

School/Building
Luxemburg-Casco School District

Number of Openings
1

URL
<https://www.luxcasco.k12.wi.us/>

Close Date (11:59 p.m. Central)
Open until filled

Contact

Name
Rebecca Dobbe

Title
Director of Business Services

Email
rdobbe@luxcasco.k12.wi.us

Phone
920-845-5982

Website
<https://www.luxcasco.k12.wi.us/>

Position Details

Position Start Date
As soon as possible

Salary/Wage
Based Upon Experience

Appointment Type
Full Time

Description
The Luxemburg-Casco School District is seeking a District Bookkeeper.

This position is responsible for the district's accounting system, for the entry of all expenditures and revenues of all funds, the development and maintenance of financial information, and assisting the Director of Business Services in all aspects of the financial accounting, auditing, budgeting and reporting of school district finances.

General Qualification

- * High School Degree/GED and four years of progressive occupational experience as an accountant or bookkeeper, or Associate Degree in accounting.
- * Bachelor's Degree in Accounting preferred.
- * Experience with government accounting is a plus.
- * Extensive accounting and financial experience, and knowledge of WUFAR would be beneficial.
- * Ability to maintain confidential information.
- * Ability to work within deadlines and timeframes.
- * Basic knowledge of keyboarding, electronic spreadsheets, and public-school budgeting and accounting systems.
- * Possess excellent organizational, communication, and interpersonal skills.

Position Typical Duties and Responsibilities

- * Maintain the financial records and general ledger of the district for all funds.
- * Responsible for accounts receivable/payable processing and account coding.
- * Prepare and post all cash receipts entries for the district.
- * Prepare expenditure, revenue, and cash detail financial reports to the Board of Education.
- * Cash Flow Tracking.
- * Monitor the necessity for and collection of W-9 forms.
- * Prepare 1099 tax forms for all contractors and vendors.
- * Monitor cash accounts and coordinate the transfer of funds between various accounts.
- * Manage district-wide donations.
- * Provide accounting oversight to the schools for purchasing procedures.
- * Prepare and organize materials for auditors; assist with the financial audit.
- * Provide the Food Service Director, Technology Director, Director of Grounds, Head Maintenance Supervisors, and school secretaries with all account balances on a monthly basis.
- * Prepare all necessary journal entries and posts.
- * Manage online student fee payment system.
- * Assist the Director of Business Services in approving purchase orders.
- * Responsible for monthly reconciliation of accounts and a close out at end of year.
- * Assist the Food Service Director in monthly claims to the DPI (Department of Public Instruction) and free/reduced meal processes.
- * Assist with payroll as the backup.
- * Coordination and reconciliation of credit card program.
- * Manage college credit invoicing.
- * Coordinate and manage District Newsletter.
- * Perform other related duties as assigned.

Terms of Employment

- * Employment is full-time, 12 months. Salary and benefits per support staff handbook.
- * Reports to: Director of Business Services

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, sex, religion, natural origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional, or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity, or employment.

Candidate Requirements

Additional Requirements

- Cover Letter
- Resume
- Letters of Recommendation