RSU No. 5 Durham ~ Freeport ~ Pownal
Bookkeeper Job Description
Classified Support

QUALIFICATIONS:

1. Associate Degree in Accounting or two or more years proven history of related experience required.
2. Working knowledge of bookkeeping fundamentals required.
3. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
4. Education financial software experience preferred.
5. Knowledge of general office practices and procedures and ability to handle sensitive and confidential information.

REPORTS TO:

Director of Finance and Human Resources

JOB GOAL:

To assist the Director of Finance and Human Resources in the overall financial management of all district funds. To ensure orderly functioning of the accounts payable process for RSU5 No.5 by developing a complete and accurate set of records of all payable transactions of the school system, in accordance with the approved budget and State and Federal requirements.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional customer service with employees, colleagues, and outside agencies.
2. Assists the Director of Finance and Human Resources in the maintenance of accounts, general ledger transactions and budgetary accounting.
3. Assists the Director of Finance and Human Resources in the preparation of the annual budget.
4. Assists in the development and installation of new work procedures and policies.
5. Assists the Assistant Superintendent in management of ESEA and other federal grant funds.
6. Sorts and distributes mail to appropriate departments.
7. Creates requisitions for District Administration as needed, including major planned purchases in orders for RSU No. 5 to maintain accurate control of budget accounts.
8. Creates and prepares various monthly expense distribution reports as needed.
9. Monthly reconciliation of bank and payroll liability accounts.
10. Assists in the preparation, distribution, and submission of all quarterly and year-end employee and vendor payment reports for taxation purposes including the processing and dispensing of IRS 941, IRS W-2, IRS 1095, IRS 1096, and IRS 1099 forms.
11. Prepares and records disbursements from petty cash fund.

12. Assists Administrative Secretaries with the management of Student Activity Funds, completes monthly bank reconciliations and performs periodic internal auditing of those funds.
13. Monitors districtwide outstanding checks and reports to Maine Abandoned Property those that cannot be resolved.
14. Is support assistance for accounts payable, accounts receivable, and payroll processing and any associated reporting.
15. Works cooperatively with other members of the Central Office.
16. Assists the Director of Finance and Human Resources in the annual audit process.
17. Performs other duties as may be assigned by the Director of Finance and Human Resources, the Superintendent and/or the Assistant Superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns
6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

EVALUATION:

Evaluated annually by the Director of Finance and Human Resources.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ Date:_____

Original to Personnel
File Copy to Employee
Adopted: 5/27/09; Amended: 5/25/11; Amended 11/27/18; Amended 01/06/23; Amended 07/15/26