

Independence School District

District Bookkeeper

Job Posting

The School District of Independence is seeking a qualified candidate for the position of District bookkeeper. Applicants should submit a cover letter, resume, and three letters of recommendation to Barry Schmitt, District Administrator, Independence School District, 23786 Indee Boulevard, Independence, WI 54747 by September 27, 2017.

The selected candidate will have strong interpersonal and communication skills, will be highly organized, flexible, have a positive outlook, and will be a self-motivated, self-starter.

The selected candidate will have a strong finance background and knowledge or experience working with Alio, Infinite Campus, or comparable school data entry system.

Ability to maintain confidentiality of sensitive information is essential.

Date Available: October/November 2017

General Statement of Duties: Perform highly responsible, varied secretarial and general office work; possesses positive public relation skills, does related work as required by the administration.

Essential Function: To perform highly skilled financial support to the administration, in order to maintain a high standard of service to the school district community, without major accommodations.

Positions Responsibilities:

Relating to Budget:

- Assists the business manager in the budget process.
- Prepares the budget report for DPI. Certifies to the municipalities their tax liabilities.
- Reports the tax levy to the Department of Revenue.
- Prepares monthly reports relating to budget and expenditures for the Superintendent and the Board of Education.
- Provides support to the building principals and staff on budget concerns, annual meeting, etc.

Relating to Accounting and Related Procedures:

- Maintains a complete and systematic set of records of all financial transactions of the District.
- Prepares financial statements and cost reports to reflect financial condition of the District.
- Traces errors and records adjustments to correct charges or credits posted to incorrect accounts.
- Maintains proper accounting procedures as required by DPI.
- Receipts all monies belonging to the district and deposits in banks designated by the Board of Education.
- Prepares the accounting records for and cooperates in the annual audit.
- Prepares the annual reports for DPI, including transportation claim, district census filing, federal

claims for Title funding.

- Prepares the special education annual report for DPI.
- Reconciles Maintenance of Effort – Special Education.
- Reconciles all bank accounts monthly.
- Reconciles cash monthly.
- Maintains time off records for all employees.
- Maintains professional improvement records for teaching staff.
- Maintains records for 403(b) vendors and remits monthly contributions.
- Maintains records and files claims for federal, state and CESA grants.
- Processes expense reimbursement for District staff.
- Maintains records and submits payment for debt service. (Funds 38, 39)
- Provides support to the building principals and staff on accounting procedures, staff time off, activity accounts or any other concerns that relate to this position.

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Payroll

- Responsible for bi-monthly payrolls for all staff
- Maintenance and oversees all employee time sheets
- Reconciles, files and processes quarterly and annual 941 payments, UC filings, W-2 forms, 1099 forms
- Reconciles and files the monthly and annual Wisconsin Retirement System reports
- Updates and communicates benefit / deduction insurance changes and enrollment information to all employees.
- Processes enrollments and payments to third party vendor for flexible spending accounts.

Relating to the Insurance Requirements of the District:

- Updates insurance records for the District's property insurance.
- Updates auto insurance on claims and vehicle replacement.
- Maintains insurance records for retirees and invoices them monthly.

Relating to Food Services:

- Maintains the food service contract with DPI.
- Files monthly and yearly claims for food service with DPI.

Other Specified:

- Prepares cash flow borrowing documents for approval by the attorney.
- Assists building staff with September and January pupil counts.
- Prepares PI-1563 Pupil Count Reports for submission to DPI, along with Student Ser. secretary.
- Performs additional duties assigned by the Superintendent
- Assists parents with filing open enrollment, tuition waivers, and enrollment exceptions.
- Provides and communicates election materials to provide proper notifications and ballots.

The Independence School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs, activities, or employment.