

**SECTION 310-D      DISTRICT BOOKKEEPER****Job Description\***

The District Bookkeeper is responsible for all aspects of accounting, maintenance of all district financial records and timely filing of required District reports.

**QUALIFICATIONS:**

1. Minimum of a two-year degree in clerical/office management or five years experience performing, at a high level, the duties and responsibilities associated with this position
2. Knowledge of: accounting principles and practice.  
financial and statistical record keeping.  
fund accounting as required by DPI and federal departments.  
budget development and control.  
accounting software applications and uses.
3. Ability to establish and maintain financial records and procedures accurately.
- 4) Previous training or experience with accrual accounting with an emphasis on governmental accounting and controls.
- 5) Strong organizational, inter-personal, problem solving, and communication (written and verbal) skills, displays initiative, and exercises good judgment.
- 6) Strong skills in technology. The ability to operate office equipment, such as copier, fax machine, printers, scanner, and multi-line phone. The ability to use Microsoft Word, Excel, database systems, and understand how to search, compile data, and prepare/complete reports/information effectively and efficiently. Experience with Skyward PaC Finance preferred. Great familiarity with the Wisconsin Uniform Financial Accounting Requirements (WUFAR).
- 7) Skilled at performing duties of a sensitive and confidential nature and able to maintain confidentiality at all times.
- 8) Demonstrate an understanding of the importance of communication and contributing to the overall public relations of the District.
- 9) Documentation of a positive attitude, style, and cooperative relationships with others and the ability to effectively work with a wide variety of personalities and situations requiring diplomacy and poise.
- 10) Has the ability to work independently as well as a cooperative team member.
- 11) Above average skill in clerical tasks.
- 12) Skilled at preparing and maintaining accurate records and files.
- 13) Experience with meeting schedules and time lines.
- 14) Ability to multi-task.
- 15) Demonstrate the ability to adapt to changing work situations.
- 16) Has been able to willingly accept and follow work requests made by supervisor and Central Office Administrators.

**REPORTS TO:** Director of Business Operations

**GENERAL RESPONSIBILITIES:**

Performs all duties required for District budgeting including accounting and auditing work in reviewing, analyzing and maintaining accounting records and the preparation of financial reports and records for district budgets, monthly cash reconciliation's and the general ledger. Provides assistance with and monitors financial transactions to ensure compliance with DPI's WUFAR accounting structure. Conducts internal audits as needed. Performs duties as assigned for objectives set by the Director of Business Operations and Board of Education. Presents a positive image in contacts with staff, and community. Properly handles all confidential matters.

**ESSENTIAL FUNCTIONS:**

1. Manage and maintain the WUFAR accounting structure as mandated by DPI.
2. Assist in the development/implementation of the district budget.
3. Maintain and close-out books & general ledger.
4. Prepare financial statements at year-end and assist with audit.
5. Review and research accounting errors and rectify as needed.
6. Prepare/deposit external district monies received.
7. Classify/record all general fund, debt service, contingency and gift account receipts.
8. Maintain budgets and accounting records for all funds.
9. Maintain and balance monthly bank statements and post checks/reconcile cash.
10. Prepare/post monthly and year-end journal entries.
11. Maintain cash flow. Order advances and re-pays as needed.
12. Prepare monthly cash flow and cash summary reports.
13. Prepare, complete, and submit DPI financial and special education reports – both annual and budget and other reports assigned.
14. Maintain up-to-date records for the Ahlhorn Loan.
15. Maintain records for the Trust Funds.
16. Maintain school insurance records including vehicle insurances.
17. Maintain up-to-date information on the district web pages.
18. Develop and maintain an up-to-date binder of critical functions of the position so other could perform these functions using the step by step process outlined in the binder.

**OTHER FUNCTIONS:**

1. Serve as a resource person on procedures, rules and regulations.

2. Promote a positive image of the District at all times.
3. Learn, interpret and apply District policies, law, rules and regulations.
4. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties.
5. Perform highly responsible and complex work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
6. Compose correspondences independently.
7. Take notes at meetings and conferences and transcribe into clear and concise reports and minutes.
8. Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
9. Understand and carry out complex oral and written instructions.
10. Use correct English usage, spelling, grammar and punctuation.
11. Use a computer to perform clerical tasks and to maintain records.
12. Maintain data file back-up tapes and server.
13. Perform additional responsibilities as assigned.

### Physical Requirements

Incorporate within one or more of the functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

\*Tests may be administered to determine the extent to which an applicant meets the job description.

1<sup>st</sup> Reading – April 9, 2007  
2<sup>nd</sup> Reading – May 14, 2007  
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