

Armored School District
Job Description
Bookkeeper/District Treasurer

Title: Bookkeeper/District Treasurer
Qualifications: 1. Degree in Finance and Accounting
2. Certified Public Accountant preferred
3. Other qualifications as the Board may find appropriate and acceptable
Reports To: Superintendent of Education
Job Goal: To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled

Budget and Accounting

- Directs all financial accounting matters
- Directs Fixed Asset Plan
- Assumes responsibility for the receipt and expenditure of district funds
- Prepares and implements the district/school budgets
- Reconciles or reviews reconciliation of all bank accounts maintained by the district
- Maintains a complete and systematic set of records of all financial transactions of the district
- Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
- Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledger.
- Prepares bank transfers to appropriate funds as needed and approved.
- Manages short-term investment portfolio
- Budgets money for all schools based upon accreditation standards:
 - Grade proficiency at each school
 - Continuous growth at each school
 - Subject area summative tests
- Budgets money for all schools based and ensures that budget assignments meet Arkansas Public Schools Accountability Standards

Payroll Bookkeeper Responsibilities

- Processes and maintains all personnel records in the computer for the new fiscal year, including annual contract amount, monthly salary, certificate, years of experience, number of days contracted, and tax and retirement withholdings
- Processes all bankruptcies, garnishments, and child support orders pertaining to district personnel
- Processes and maintains records of all hourly and daily personnel in the computer, designating hourly or daily rate of pay
- Computes pay off for early resignations based on the number of days actually worked
- Processes and maintains resignation files
- Establishes and maintains sick, personal, and vacation days for eligible employees
- Processes monthly time sheets for hourly and daily personnel prior to running payroll
- Processes all absences, docks employees for excessive absences, and creates sub-teacher pay from the same
- Verifies that insurance deductions are balanced prior to running payroll
- Edits all payroll reports
- Prints payroll checks
- Distributes payroll checks after appropriate signatures are obtained
- Makes adjustments to individual payroll checks as needed

- Runs final reports to close payroll for the month. Transfers monies from various funds into payroll clearing account.
- Processes withholding and garnishing checks and issues to appropriate vendor. Transfers monies from various funds to cover same.
- Prepares and deposits federal and state tax deposits
- Reports and records retirement contributions by employee and matching from employer to PERS according to requirements
- Processes and balances all quarterly reports and mails to appropriate agency
- Processes two payrolls in June on "old" money and reconciles contract completion
- Processes and records unemployment requests
- Processes and records all retirement withdrawal claims, certifies highest 48 months for potential retirees, and certifies unused sick leave
- Sets up and maintains pay status, sick leave, and salary schedule codes as change occurs
- Reconciles bank statement monthly
- Processes, balances, records, prints, and researches all W-2 Forms for the district
- Creates through query any special reports as requested

Planning and Supervision

- Prepares reports to the proper staff members concerning the status of their budgetary accounts to guard against the overspending of any budgeted account
- Arranges for audits of financial statements annually by the State Auditor's Office
- Recommends new accounting methods as desirable and necessary
- Verifies overtime calculations for dual-job staff for compliance with wage and hour regulations.
- Reviews and complies with the guidelines in the *Personnel Handbook* and the *Arkansas Department of Audit Financial Accounting Manual*
- Supervises payroll, insurance accounting, activity funds, receipts process, accounts payable, and fixed asset accounting
- Prepares all journal entries
- Approves and signs all receipt warrants
- Conducts cost analysis studies and recommends long-range financial plans and projections of the district
- Performs any other tasks as required by the Superintendent of Education and the designee of the Superintendent

Terms of Employment: Salary and work year established by the Board.

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