Updated 3/25/19

**Title:** **District Bookkeeper/Secretary (position designated as a confidential employee)**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: Salaried contract (during the school year, work the same days as teachers, work day (7:45 a.m. - 3:45 p.m.) & (during the summer 7:45 a.m. - 3:45 p.m. or as approved by Superintendent), 30 minute duty free lunch. Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff.

Qualifications: High school diploma, additional experience and/or training in technology and school finance/accounting preferred

Job Tasks/Responsibilities:

General Office

* Assist in the office as needed (answer calls, assist students, staff, and visitors, and assist with general daily tasks), cumulative average daily minutes of assistance could be up to, but not limited to, 30 minutes
* Interact positively and professionally with all District stakeholders
* Coordinate and oversee District records, ensure District security (storing files, management of online systems, and implementation of building safety procedures)
* Serve as lead contact for District vendors
* Serve as Illinois Notary of Public for District
* Assist with daily mail, post office trips, and maintaining postage meter
* Work closely and cooperatively with Treasurer
* Work closely and cooperatively with Superintendent
* Coordinate various grant applications, requirements, and accountability measures with TMCSEA and ISBE
* Pick up and deliver correspondences from Regional Office of Education, County Clerk etc. as needed

Finance

* Maintain and coordinate daily deposits and receipts
* Coordinate payment for monthly bills and monthly payroll (checks, deposits, all withholdings, social security, annuities, union deductions, etc.)
* Monitor, analyze, review, and assist with District revenues and expenditures, budget, and tax levy
* Complete monthly and yearly financial reports, statements, records, W2 forms, all tax filings, and unemployment claims
* Manage District credit card account
* Prepare for and assist with annual audit
* Assist and/or coordinate invoices, P.O.’s, and purchasing records
* Count, record, and make weekly deposits to designated depository for all school receipts
* Assist with student activity account record keeping and deposits
* Reconcile all bank and financial statements, reports, and documents
* Prepare checks for all athletic officials and prepare cash box for home competitions

Human Resources/Reporting/Board Work

* Maintain teacher and staff seniority lists, coordinate yearly salary and wage placement/earnings and continuing education records
* File teacher service record annually
* Maintain all payments and records for Teacher’s Retirement System, Teacher’s Health Insurance System, and file monthly and annual reports
* Serve as authorized Illinois Municipal Retirement Fund agent and maintain all payments and records
* Enroll, maintain, and update employees’ in school health and life insurance plan. File all insurance claims, student insurance, and workman’s compensation, etc.
* File all special education student and personnel reports as required through the Illinois State Board of Education and coordinate staff and student reimbursement
* Coordinate key system (check out and return) for District employees
* Serve as lead for District for human resources management – maintain and coordinate employee credentials, benefits, attendance records, personnel files, etc. in compliance with the law
* Secure professional development/workshop registration for staff
* Coordinate and/or assist with state and federal grant forms and reports
* Prepare initial draft of minutes for Board of Education meetings
* Coordinate, organize, and maintain Board of Education records
* Assist with Board of Education Meeting preparation and/or BoardBook
* Make all reservations for Board of Education workshop, conventions, etc.
* Coordinate and/or assist with all necessary filings and paperwork for Board of Education elections

Other

* Remain current with changing legislation related to finances, human resources, and District operations
* Ensure District compliance with local, state, and federal laws, rules, and regulations
* All other duties as assigned considered as “other”