

EASTFORD SCHOOL DISTRICT  
EASTFORD, CONNECTICUT

JOB DESCRIPTION

TITLE: Bookkeeper/Financial Administrative Assistant

QUALIFICATIONS:

1. Education commensurate with requirements of position
2. Demonstrated administrative assistant skills, including organizational ability, interpersonal skills, and strength in numeracy
3. Experience in payroll and financial accounting
4. Demonstrated expertise in basic and applied computer skills, including financial accounting software
5. Working knowledge of office procedures and operation of automated and computer office equipment
6. Demonstrated ability to schedule, manage and complete multiple assignments and to resolve routine problems efficiently and effectively
7. Such alternative to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: Superintendent and/or Principal

JOB GOAL: Assure that all personnel, budget, payroll, accounts receivable and all other financial functions of the school office are carried out in an efficient and orderly manner. Maintain the school office in a manner that ensures a welcome, attractive, and comfortable place for all visitors, parents, staff and students. Relieve administration of routine administrative detail.

PERFORMANCE RESPONSIBILITIES:

1. Maintain computerized financial records of the district, prepare monthly and annual financial statements, prepare billing for accounts receivables, record encumbrances and expenditures, process purchase orders and all accounts payable.
2. Maintain an internal audit program for all funds.
3. Process payroll, including 403(b) deductions and direct deposit.
4. Assist employees in payroll and insurance related questions.
5. Calculate salaries, insurance premium shares, teacher retirement, and union dues.
6. Complete all tax and financial reports pertaining to budget, grants, withholdings and unemployment.
7. Maintain confidentiality in all financial, personnel and student matters.
8. Complete required State Department of Education reports by such as-ED001, ED006, ED111, ED 165, teacher retirement reports, etc.
9. Monitor district insurance account.

10. Assist in the preparation of the annual school budget.
11. Process payments to temporary personnel and other service/contract personnel.
12. Post vacancies as required.
13. Maintain, update and monitor all personnel records for accuracy and compliance with Board of Education policy and CT Department of Education procedures, including but not limited to certification documents, evaluations, leave entitlements, etc.
14. Maintain inventory of district assets.
15. Prepare correspondence and reports as requested by administration.
16. Maintain the Board of Education Policy Book.
17. Maintain a file system for all administrative and district correspondence, records and reports; maintain computerized data systems.
18. Submit reports and data electronically as required by requesting authority.
19. Transmit authoritative information to administrative staff on all matters regarding the district's finances, personnel accounting and other pertinent matters.
20. Assume responsibility for some office procedures and operations in the absence of administrative and /or office personnel.
21. Schedule appointments and meetings for the superintendent; screen incoming mail and telephone calls; make referrals as appropriate.
22. Serve as Recording Secretary for the Board, if appointed.
23. Prepare monthly Board of Education agenda after conferring with the Superintendent for content.
24. Distribute monthly meeting materials to Board members in a timely manner.
25. Maintain a manual of approved Board of Education minutes in the main school office for public access.
26. Distribute copies of approved minutes to the town office.
27. Provide Town Clerk with required documents relating to Board requirements.
28. Provide appropriate persons and offices with policy updates.
29. Perform other duties and responsibilities as may be requested by the superintendent and/or principal.

TERMS OF EMPLOYMENT: Work year equivalent to twelve months  
Salary to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually  
in accordance with provisions of the Board of  
Education policy.

2/11/13