

**Aviston Elementary School District #21
School District Bookkeeper
Employment Information**

Type of Employment: Full-time, 12-month position

Position Category: Non-certified, IMRF position

Reports to: District Superintendent

Grade Level(s): Pre-K – 8th Elementary Building

Background Information:

Aviston Elementary School District #21 is hiring a bookkeeper to begin full-time training with the retiring bookkeeper until April 7, 2023. After that date, the bookkeeper will assume full duties and responsibilities.

Qualifications:

1. A minimum of 2 years' experience in an accounting, bookkeeping, or related position.
2. Significant experience and/or transferrable skills in utilizing spreadsheets, bookkeeping software and data management as it applies to a school business office and student information system
3. In-depth knowledge of Microsoft Office, Word, Excel and comparable Google programs

Salary/Benefits: \$40,000 to \$50,000 starting salary depending on experience
12 Vacation Days
3 Personal Days
11 Paid Holidays
Health Insurance: Single Paid OR \$3,000 cash option

Scheduling: Work hours are 7:30 am to 4:00 pm, subject to change with district demands. Overtime is required when requested.

Required Skills:

1. Excellent communication skills in both written and verbal formats
2. Ability to interact pleasantly with students, employees, administration and public
3. Attention to details
4. Ability to work independently and fulfill deadlines
5. Competent computer skills – Microsoft and Google applications, email, data management and entry
6. Organizational skills and the ability to prioritize and multitask
7. Maintain confidentiality

Duties and Responsibilities:

1. Responsible for keeping district accounting records.
2. Assists auditor during the annual district audit and maintains that all government and board of education accounting procedures are followed.
3. Assists Superintendent in preparing annual budget and tax levy.
4. Completes financial information and reports for TRS, IMRF, Special Education, Transportation, EIS and any other reports of this nature. All reports should be filed with the appropriate agency before their due dates.
5. Responsible for keeping all district payroll records, posts time sheets, prepares payroll (2/mo.), prints checks, sorts and distributes to employees.
6. Responsible for timely accurate payment of payroll taxes.
7. Responsible for paying out all stipends, meeting all required timelines (Ex: retirement, sick leave, longevity).
8. Prepares year-end W2 and 1099 forms.
9. Prepares and approves all invoices encumbered by purchase orders from vendors as required for payment. Writes checks; obtains appropriate signatures.
10. Reconciles and maintains district credit card accounts.
11. Prepares change boxes for student activities; accounts for monies.
12. Completes forms in accordance with school district procedures.
13. Coordinates the district property insurance claims and the district health insurance plan.
14. Employee must be bonded and has ultimate responsibility for funds.
15. Receives and deposits all state and federal monies.
16. Receives and deposits all tax monies.
17. Along with the Board Treasurer and Superintendent, makes responsible and safe investments of excess monies.
18. Prepares financial bank reconciliation for the board each month.
19. Assists with administering grants with budget/account preparation and timely reporting.
20. Prepares and distributes annual public school calendar.
21. Human Resources Responsibilities:
 - a. Personnel Records- Responsible for maintaining locked confidential personnel files on all certificated and non-certificated employees; ensure the files have all required information for state compliance.
 - b. Employees Attendance Records- maintaining and reporting attendance history for each employee.
 - c. Employee Leave Requests- Tracking on a daily basis.
 - d. Insurance and Benefits- Maintains documentation relating to the district's health insurance and benefits policy. Coordinating health, dental and vision information (Examples of responsibilities- enrolling new employees, making changes for employees, deducting premiums, making monthly payments, withdrawing previous employees, etc.)

- e. Salary Agreements- Making salary agreements each year for all employees and entering into financial software.
 - f. Workman's Comp Coordinator- Work with employee and workman's comp to ensure all documentation is maintained and reported.
 - g. Unemployment Coordinator- Assist with maintaining and reporting all claims.
 - h. Works with retiring employees to prepare and file all required forms.
 - i. Maintains certified and non-certified personnel seniority list.
22. Acts as a back-up to school secretary; greets visitors, students and staff (in-person and phone calls); handles their inquiries, and directs them to the appropriate persons according to their needs.
23. May be required to perform other tasks as assigned by the Superintendent or the Board of Education.

How to Apply: Applicants should submit a letter of interest, resume, and references to:

Phillip Hamil, Superintendent
Aviston Elementary School District #21
350 South Hull Street
Aviston, IL 62216

phamil@avistonk-8.org

Application Deadline: February 2, 2023

Anticipated Start Date: February 27, 2023