

COLONA GRADE SCHOOL

Administration

Mr. Carl Johnson
Superintendent
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Michael Carlson
Principal
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DISTRICT 190
COLONA, ILLINOIS 61241
Website: www.csd190.com

Board of Education

Julie Wittenauer – VP
Lindsey Trickey – Sec
Dennis Teichman
Ray Kutzman
Julie Woods
Ricky McClintock

Colona School District #190

Job Description

Title: District Bookkeeper

Qualifications:

- Associate Degree in Business or Accounting, with Bachelor Degree preferred
- Excellent math and computer skills; proficient use of SDS, payroll, accounting, and budget software programs
- Demonstrated aptitude, with attention to detail and accuracy in work
- Demonstrated ability to meet all applicable timelines
- Such alternatives to the above qualifications as deemed acceptable by the Board of Education

Reports To: Superintendent

Board of Education

Work Hours: 7:30 AM to 4:00 PM Daily / 12 months

Compensation: The Board of Education and Colona School District 190 Bookkeeper shall enter into an employment agreement that conforms to Board policy and all applicable State law. Salary to be determined by the Board of Education.

Job Goal: Provide for the efficient and accurate execution of all District fiscal operations in support of the Superintendent and Board of Education's provision of educational services

Performance Responsibilities:

1. Maintains a complete and systematic set of records of all financial transactions for the District as prescribed by Board Policy and State Statutes.
2. Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
3. Prepares the payroll, maintains accurate payroll records, conducts all necessary payroll deductions, including pensions, credit union, annuities, health insurance, life insurance, wage garnishments, 403(b) accounts and Teacher Retirement System functions.
4. Prepares, mails, and distributes all W-2 Forms and 1099 Forms annually.
5. Computes new salary amounts for teacher contracts and verifies proper placement of teachers on the salary schedule.
6. Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
7. Prepares financial statements, income statements, and associated reports to indicate the financial condition of the district on a monthly and annual basis.
8. Traces all errors and records adjustment to correct charges or credits posted to incorrect amounts.
9. Computes and records cash receipt summaries on a daily and monthly basis.
10. Prepares withholding, social security, tax returns, and unemployment reports.
11. Prepares and files all documentation related to employee insurance applications, termination, and policy changes.

12. Prepares all paperwork and files related to personnel issues including Worker Compensation claims for all district staff.
13. Assists the Superintendent in preparation of the annual district budget and submission to the State.
14. Prepares information and assists the auditor in conducting the annual audit.
15. Prepares expense reports for all State and Federal grants and other such revenue.
16. Prepares all new-hire documentation, tracks additional credit hours for all teachers, prepares all termination of employment documentation.
17. Prepares and processes payment for all properly authorized and approved bills.
18. Maintains records of sick leave, personal leave, bereavement leave, professional leave, and vacation days for all employees.
19. Prepares and submits all appropriate Special Education revenue and expenditure reports to local and state agencies.
20. Assist in the preparation of Child Nutrition Annual Financial Reports and monthly claims.
21. Assists in the preparation and submission of Medicaid Administrative Outreach claims and reports.
22. Reconciles Imprest Fund, Activity Fund, Bond and Interest Fund accounts with bank statements and verifies bank balances with accounts.
23. Maintains all Teacher Service Records (TSR), Teacher Retirement System Records (TRS), and Illinois Municipal Retirement Fund Records (IMRF) and files reports in a timely manner.
24. Maintains records related to payment of textbook rental fees, tuition payments, and generates necessary billing and payments.
25. Makes deposits to and pays bills from Activity Fund account for all Board approved activities.

26. Prepares and submits all quarterly Federal Income Tax, Illinois and Iowa State Income Tax, State and Federal Grant expenditures, and Unemployment Compensation Reports.
27. Perform other duties as assigned by the Superintendent.

Evaluation: During the first 90 days of your employment, you will be evaluated every 30 days by the Superintendent, or his/her designee. A performance evaluation based upon this Job Description will be conducted and reviewed with you. After the initial 90 days, you will be evaluated on a yearly basis, using the same Job Description and criteria. *Failure to receive a satisfactory rating on any performance evaluation may lead to dismissal from your employment as the Colona School District 190 bookkeeper.*