

Waverly Unit District #6
Bookkeeper Position
Position Open Date: Nov 13, 2023
Position Close Date: December 22 by 4:00 PM
Letter of Interest and three letters of recommendation should be submitted to
Brandi Bruley, Superintendent
201 N. Miller
Waverly IL 62692
Or email bbruley@waverlycotties.com
Start date February 2024

Position: District Accountant

Reports to: Superintendent

General

Responsibilities: The District Bookkeeper is responsible for the efficient maintenance and custodianship of payroll and for the financial operation of the Accounting Department. In addition, this person oversees, enrolls, calculates and explains the benefits to all employees. This includes assisting with any questions or problems that arise involving employee benefits.

**Professional
Obligation:**

Maintains strictest confidence regarding materials, including, without limitation, student records, correspondence, and electronic communications, between the Superintendent and others, as well as all communications between persons who formulate, determine and effectuate management policies with regard to labor relations. Prohibits access to information relating to the effectuation or review of the employer's collective bargaining policies by others without the express direction of the Superintendent or Board of Education

Qualifications:

- A minimum of 2 years of payroll and related experience in a school environment is preferred.
- Must be proficient in keyboarding and in the use of a personal computer with Excel spreadsheet and word processing software, photocopier, telephone system, and other general office equipment.
- Familiarity with a student data system preferred.
- Requires an understanding of confidentiality, strong interpersonal skills, good oral and written communication skills. Candidate must have excellent organizational skills and be able to work with details and maintain accurate and thorough records.
- Must be able to effectively deal with all levels of employees, health service providers and benefit administrators.
- Bachelor's in Finance or Accounting preferred

Essential Duties and Responsibilities:

- Process, audit, and compile payroll data; prepare and distribute payroll checks.
- Process annual salary data for all employees
- Process voluntary insurance premiums, tax-sheltered annuity contributions, pre-tax flexible spending accounts, professional dues, charitable donations, and wage attachments.
- Prepare and disburse various reports and payments to proper agencies.
- Organize and distribute annual W-2, Wage and Tax Statements.
- Enroll all eligible employees into group medical, HMO, life, optional compensation and flexible spending benefit programs.
- Prepare salary and benefit schedules for contract negotiations.
- Maintain and process accounts payable.
- Ensure accuracy and reconcile differences in payments, monthly bills, deposits and bank statements.
- Print all monthly accounting reports and verify for accuracy; prepare monthly Treasurer's Reports.
- Oversee annual financial audit.
- Prepare and submit all financial reporting as required.
- Assists with developing annual budget.
- Assist school districts with federal grant-related issues.
- Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent

Terms of Employment: Twelve months.

Salary: Salary commensurate with prior experience.

Evaluation: Performance will be evaluated by the Superintendent