

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** Bookkeeper/Payroll Coordinator

### **QUALIFICATIONS:**

1. **Education/Certification:** Associate degree in accounting or Business Administration with emphasis on accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
  - a. Experience in computerized accounting systems, spreadsheets and word processing.
  - b. Ability to understand financial accounting issues and perform complex financial calculations.
  - c. Ability to work independently with a high degree of accuracy and organization.
  - d. Must be team oriented with excellent interpersonal and communication skills.
  - e. Must be willing to participate in ongoing in-service training as requested.
  - f. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** School Department Business Manager/Town Finance Director

**JOB GOAL:** To assist in the administration of the school and town's business affairs so as to provide the maximum services for the financial resources available.

### **PERFORMANCE RESPONSIBILITIES:**

1. Prepares and computes all municipal and school payrolls, making deductions for all taxes, retirement, insurance, and other necessary deductions.
2. Prepares and maintains all necessary payroll reports including all monthly, quarterly, and yearly federal and state reports.
3. Remits all taxes and payroll deductions in a timely manner.
4. Reconciles all general ledger accounts to the trial balance and facilitates the month end closing process.
5. Performs direct entries as requested and post to general ledger for town and school.
6. Reconciles A.P./Payroll checks monthly.
7. Performs month end, calendar end and fiscal year end procedures for town and school on computerized accounting system.
8. Prepares monthly reports for department heads.
9. Prepares necessary reports as requested.
10. Assists in the preparation and development of the annual budget as requested, directed and/or required.
11. Provides documentation/backup for payroll/direct entries for annual audit.

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12. Maintains files and/or organizes Certificates of Insurance on Vendors
13. Manages accounts receivable deposits for school, community services, school nutrition, and facilities departments.
14. Other duties may include support for human resources and accounts payable activities, and assist on special accounting projects as needed.
15. Uploads certificates and licenses into Frontline Central. Keeps track of expiration dates on employees CHRC/teaching certificates/licenses.
16. Performs other duties as assigned by the School Department Business Manager, Superintendent of Schools/Town Finance Director.
17. Processes accounts payable invoices when accounts payable staff is on vacation.

**EQUIPMENT USED:** Computer, printer, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing

**Physical Demands:** sitting, standing, climbing stairs, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment

**Environmental Conditions:** inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

**TERMS OF EMPLOYMENT:**

1. 8 hours per day/260 days per year
2. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Business Manager will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 10, 2016