

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Principal Bookkeeper

QUALIFICATIONS:

The Principal Bookkeeper shall possess a minimum of an Associates Degree in Accounting or Business Administration or five years or more of related experience in payroll and general accounting systems, or a combination of both. The Principal Bookkeeper shall possess particular experience in fund accounting techniques, maintenance of general and subsidiary ledger accounts within a prescribed double-entry accounting system, cash management, payroll, accounts payable, journal entries; and shall demonstrate the ability to extract data and compile necessary financial reports from the District's accounting software. Experience within a municipal or academic environment preferred.

REPORTS TO:

Supervisor of Accounting & Payroll

PERFORMANCE EVALUATION:

The Principal Bookkeeper shall be evaluated annually based on goals and objectives determined by the Supervisor of Accounting & Payroll. Such evaluation shall be narrative

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Principal Bookkeeper assists the Supervisor of Accounting & Payroll and the Business Manager with the financial management of the District. As a member of the Business Office staff, he/she shall provide recommendations and proposals for the efficient operation of the Business Office within his/her area of expertise. The Principal Bookkeeper shall perform a wide variety of accounting functions in accordance with Generally Accepted Accounting Procedures (GAAP).

In carrying out these responsibilities, the Principal Bookkeeper shall:

1. Prepare and maintain financial records for the District, including general ledger, revenue and expense ledgers, bank account reconciliation, and other account records both computerized and hard copy.
2. Assist in the financial management of the District to ensure that the system of internal financial controls effectively and efficiently safeguard the District's assets. Provide recommendations for improvements and assist in compiling of documented procedures for everyday accounting functions within the department.
3. Perform any and all necessary and appropriate financial accounting and reporting functions in accordance with Generally Accepted Accounting Procedures (GAAP) including entering, monitoring, and year-end closeout of all financial transactions to the general and subsidiary ledger accounts in all funds.
4. Assist in payroll processing including the computation and verification of overtime, required payroll tax withholdings, garnishments, retirement contributions, health insurance, etc.
5. Demonstrate a thorough knowledge of accounting functions to assist in financial information analysis and improvement of procedures.
6. Reconcile general ledger accounts and bank statements, oversee and make accounting adjustments such as journal entries.
7. Assist in the preparation of various monthly, annual, and special periodic reports for school principals, administrators, federal and state agencies, including W-2s, 941 Quarterly payroll tax filings, and the District's end of the year Pupil and Financial Report.
8. Oversee and compile quarterly payroll, tuition, and supply expenditures for Medicaid reimbursement.
9. Assist the Supervisor of Accounting & Payroll with annual and periodic compliance audits of the District's records and accounts.
10. Provide flexible, responsive, and high quality customer service to all whom we serve, be they students, parents, principals, community, or school staff and continuously assesses the processes and procedures to revise accordingly.

11. Perform any other related duties or assignments as directed by the Supervisor of Accounting & Payroll or Business Manager.

Updated 01/31/08

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 01/30/08