

Bookkeeper

DEPARTMENT: FINANCE

REPORTS TO: FINANCE DIRECTOR

GENERAL DESCRIPTION OF POSITION: Responsible for processing accounts payable and payroll. Prepare bank deposits as needed and maintain the general journal posting of bank deposits and miscellaneous cash deposits. Assist with telephones, billing phone calls, and district visitors as necessary. Make trips to bank and other TCBSD errands, as needed.

PRIMARY FUNCTIONS:

1. Process bi-weekly payroll and related periodic reports and payments, including tax forms. Produce W-2's at calendar year end. Maintain a yearly spreadsheet to reconcile payroll with any reports needed for auditors.
2. Prepare bank deposits and miscellaneous cash deposits.
3. Maintain General Journal postings and balance Cash and Accounts Receivable.
4. Enter all incoming Accounts Payable invoices into the Access Software for tracking. Distribute invoices to department supervisors. Process invoices, to include checking addition, removing sales tax if included, and reviewing vendor information, on a weekly basis. Prepare reports for the monthly Board meeting. Cut checks and prepare for mailing.
5. Maintain vendor files, including obtaining W-9's for new vendors, in the accounts payable software program. File required 1099-NEC forms at calendar year end.
6. Assist with external and internal customer support. Answer phone calls, assist with customer payments (as needed), assist with customer inquiries when required.
7. Assist staff with accounts payable, payroll, and general ledger posting questions.
8. Compute and enter month end General Ledger entries. Reconcile bank statements.
9. Assist with fiscal year-end audit.
10. Prepare and file any unclaimed property claims, as needed.
11. Other tasks as assigned.

DISCLAIMER: This position description is intended as a guide and does not constitute an employment contract or provide the assurance of continued employment. The position is at the will of the District management and Board of Trustees.

As a public employee, the individual is expected to display the appropriate public conduct.

SALARY RANGE: \$60,000 - \$80,000

JAN 2025