

# COMPASS ACADEMY CHARTER SCHOOL

**Job Title:** Bookkeeper/Assistant Board Secretary

**Qualifications:**

- Experience with MS Office and accounting software of any type
- Payroll experience
- BA in Business or Accounting, preferred
- Experience with an Associates' degree could substitute for a BA degree.

**Reports to:**

The Principal/Director and the Business Administrator for day-to-day responsibilities and serves as the Board Secretary in the absence of the School Business Administrator (SBA).

**Job Description:**

1. The Bookkeeper/Assistant Board Secretary has primary responsibility to keep track of the school's resources and to insure that the schools derive maximum educational dividends from the prudent expenditure of all school funds.
2. The position is responsible for assisting the SBA with all business affairs of the school.
3. The Bookkeeper maintains records of all transitions and payroll for all education and support service employees, and maintains the database for the filing of a variety of local, county, and state reports.

**Performance Responsibilities—the Bookkeeper shall:**

Bookkeeping Responsibilities:

- Learn and use the chart of accounts to allow the proper posting of all expenditures. Every purchase order must have the proper account identified.
- Perform clerical tasks as they relate to the accounting/business aspects of the job.

Purchasing/Ordering Responsibilities:

- Place supply, equipment, and material orders as approved by the Principal/Director and SBA.
- Generate purchase orders only from approved requisition forms and signed by the Principal and SBA.
- Type purchase orders and post them into the computer system.
- Maintain a record of all requests for PO's and a copy of PO's for the Business Administrator. All purchase requisitions must be signed and approved by the Principal before approval by the SBA.
- Matches invoice to purchase orders, assures receipt of vendor declaration, matches receipt verification copy with purchase order and invoice and prepares for payment.
- Receive confirmation that the delivery of purchase items has been received and is correct and follows through to complete payments. Maintain all files so that an audit trail can be followed.
- Communicates with vendors, contractors, and consultants as necessary.
- Assure all vendors who require a Business Registration Certificate have a BRC up to date and on file.
- Process with the Principal's office all monetary items (purchase orders, overtime, etc.) are approved there before acted on by the Bookkeeper.
- Coordinate with Principals' offices the receipt of all deliveries needing payment. Work with the secretaries to secure undelivered items from the vendor before payment.
- Oversee preparation of bill lists and checks for board president review and signature.
- Keep and maintain all contracts, records, and documents belonging to the BOT related to business functions.

- Responsible for the appropriate protection of school resources and their use for the purposes of the school.
- Maintain and administer the school's standard operating procedures for purchasing materials and supplies.

#### Human Resources Responsibilities:

- Maintains employee payroll and personnel data for compensation and benefits and updates as necessary; responds to authorized parties on employee compensation and benefits; responds to employees regarding pay policies and transactions.
- Issues annual open enrollment announcements, issues enrollment applications, submits changes to carriers and makes follow up calls/emails to providers for any errors or corrections required.
- Assists employees in resolving problems through obtaining contact numbers or other resources necessary for use of benefit programs.
- Issues employee annual and period notices relevant to HIPPA, COBRA and 403B Letter.
- Works with the Business Administrator and Principal/Director's office to insure that all needed personnel file information, certifications, salary and benefit information, contracts, employment letters, attendance, leaves, sick and vacation time, and all contract and board commitments, etc. are properly maintained and administered
- Coordinate with Principals' offices, teacher orders, time cards, expense reimbursements, and employee check distribution.

#### Payroll Responsibilities:

- Prepare payroll semi-monthly from data input through final posting with accuracy and attention to detail; maintains records for auditing of each payroll; Researches records to identify and resolve problems, errors, or inadequacies.
- Maintains accurate records and process transactions for all employee deduction elections; maintains accurate records on employee benefit elections to assure proper deductions are processed.
- Prepare deposit transfers from general to net and agency for payroll deductions.
- Completes enrollments and responds to data collection for pension enrollment and retirement processing; completes quarterly IROC pension reports; processes adjustments as required by pensions procedures for salary adjustment, leaves, and other pension impacted employee transactions.
- Issue W-9 form to all new vendors, log collection and maintain file for W-9 responses.
- Maintain all payroll and benefit accounts, and procedures for implementation and reporting

#### Interpersonal Responsibilities:

- Establish and maintains positive working relationships with the Food Service Coordinator, the Before and After-School Program (BASP) Director, the Principal, the Facilitator, instructional staff and office personnel, vendors, parents, and county and state department of education personnel.
- Communicates frequently with heads and members of other departments in order to jointly meet responsibilities.

#### Reporting/Recordkeeping Responsibilities:

- Maintains accurate student transfer in/out list, student roster, and SID/LID # log.
- Collect, collate and prepare records for annual financial audit; Prepare schedules of financial transactions as needed.
- Provide electronic and hard copy of all submissions and reports to the county and state offices to the Principal, SBA, and Principals where appropriate.

- Prepare with the Principal and for the business administrator and BOT, the reports for the monthly BOT meeting—bill list, list of checks, payroll analysis, payroll report, bank reconciliations, and pension report.
- Prepares and submits to the state information for and reports—Direct Certification, CHE (Charter Enrollment), SID Management, SNEARS, and other NJ SMART information.
- Submits monthly US Department of Labor Statistics Report.
- File request for FICA reimbursement from State semi-monthly.

Food Service Responsibilities:

- Determine with one Principal's office, the free and reduced price breakfast and lunch programs are followed. Bookkeeper makes recommendations to secure compliance.

Other Responsibilities:

- Prepare items for the Principal/Director to use on the agenda for BOT meetings
- Attend all board meetings as Assistant Board Secretary when asked and take notes and transcribe BOT meeting minutes, including executive sessions.
- Participates in any training sessions each year related to these duties.
- Performs All Other Responsibilities and Duties as Assigned by Director and the Board of Trustees

**Terms of Employment:**

Full-time position with an annually salary of \$41,600.

**Evaluation:**

Performance will be evaluated annually by the Board of Trustees in accordance with the state laws and Board Policy for evaluation of certified staff.