

Regional Office of Education #1
JOB DESCRIPTION

- Job Title:** Assistant Bookkeeper
- Qualifications:**
1. High School Diploma
 2. Advanced coursework in accounting (preferred)
 3. 5 years experience in accounting and secretarial work (preferred)
 4. Computer skills (Word, Excel, Accounting Program)
 5. Such alternatives to the above qualifications as the Regional Superintendent may find appropriate.
- Employer:** Regional Office of Education #1
- Reports To:** Bookkeeper
- Term of Employment:** Salary and work year to be established by the Regional Superintendent.
- Supervises:** N/A
- Evaluation:** Performance of this job will be evaluated in accordance with provisions of the policy on Evaluation of Support Services Personnel.
- General Summary:**
1. To assist in the administration of the business affairs to provide the maximum services for the financial resources available.
 2. To help the office utilize data processes to increase effectiveness and reduce costs, to the ultimate benefit of the Regional Office.

Role and Responsibilities:

1. Assists in completion of all financial transactions of the Regional Office of Education.
2. Learn the SDS program to help answer questions from staff.
3. Write and prepare all standard operating procedures for office.
4. Keep policy and fiscal policies manual up to date.
5. Upload Positive Pay files and resolve issues.
6. SOC reports
7. Learn all aspects of fiscal management to be the backup for our bookkeeper.

8. Prepares and present financial statements, income statements and cost reports to reflect financial condition of the regional office to the Regional and Assistant Superintendent on regular basis.
9. Traces errors and presents them to the Bookkeeper to correct charges or credits posted to incorrect amounts.
10. Computes and records cash receipts summaries.
11. Cross trains in interoffice tasks. Assists with questions from constituents, and a back-up Pearson Vue Proctor.
12. Maintains and safeguard central office postage meter, keeps an accurate accounting for all postage spent, and bills the appropriate account number.
13. Maintains and safeguard central office copy machine, keeps an accurate accounting for all copies made, and bills the appropriate account number.
14. Assists office staff (as needed) to assure that all cancelled payroll and accounts payable checks are reconciled with bank statements and verified with bank balance statements.
15. Assist with preparing withholdings, social security and tax returns.
16. Assists in and is a backup for all payrolls, making deductions for income tax, retirement, savings bonds, health and medical insurance and the like.
17. Assists in preparing all tax forms relating to payroll matters.
18. Verifies all amounts before and after checks are machine processed.
19. Assumes secondary responsibility in the processing of the payroll for all employees.
20. Assist in providing in-service as needed to keep personnel informed as to applications and developments in the field of electronic data processing in accounting relative to ROE operations.
21. Assists with developing plans and budgets for the data processing activity.
22. Assists with obtaining the annual budget requirements for all departments and prepares preliminary budget estimates.
23. Assists as general accord and preserves all accounts, vouchers, contracts and grants relating to the regional office.
24. Assists with all financial accounting.
25. Assists in setting up and controlling an encumbrance accounting system.
26. Assists in providing accounting services essential to the preparation, administration, supervision and control of the budget.
27. Assists in examining and auditing all accounts and demands against the Regional Office.
28. Assists in arranging for audits of all accounts and records annually by an independent, certified public accountant selected by the Office of the Auditor General.
29. Cooperates with the auditors and provides information to them as requested.
30. Works with office staff to verify all bank accounts monthly.
31. Assists with supervising preparation of monthly reports on personnel and non-personnel accounts.
32. Enters all revenue collected in the accounting program.
33. Make all reports that are the result of the accounting function.
34. Receives invoices and pays accounts payable checks for Lafayette Academy.

35. Develops Budget versus Expenditure reports for Lafayette Academy.
36. Prepares financial and other budget reports at regular intervals.
37. Assists in recording and distributing County School Facilities Tax to 5 counties' school districts.
38. Assists in submitting Expenditure Reports monthly, or quarterly, as required, for all grants.
39. Assists with completing Teacher Service Record, Employee Information System, IMRF, IDES and Teacher Retirement System reports.
40. Assists with making a full and complete itemized report of the finances of the office to the Regional and Assistant Superintendent at the close of each Fiscal Year (ISBE and Calendar year).
41. Performs such other tasks and assumes such other responsibilities as the Bookkeeper and the Assistant Regional Superintendent may assign.

PHYSICAL DEMANDS

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.