

**Posting Date:  
June 11, 2010**

**Interviews May Begin:  
July 12, 2010**

*Edinburg Community Unit School District #4  
100 East Martin Street  
Edinburg, IL 62531*

## **JOB POSTING**

**Bookkeeper/Secretary  
Edinburg Community Unit School District #4  
August 1, 2010-June 30, 2011**

**ALL CANDIDATES MUST SUBMIT THE FOLLOWING ITEMS  
TO BE CONSIDERED FOR THIS POSITION:**

- 1. CURRENT RESUME**
- 2. COPY OF TRAINING CREDENTIALS**
- 3. COPY OF POST HIGH SCHOOL TECHNICAL TRAINING TRANSCRIPTS**
- 4. 3 PROFESSIONAL LETTERS OF REFERENCE, NO PERSONAL FRIENDS/RELATIVES PLEASE**
- 5. EXAMPLE OF A BOOKKEEPING OR ACCOUNTING DOCUMENT CANDIDATE HAS PREPARED.**
- 6. WRITTEN STATEMENT OF WHY YOU ARE INTERESTED IN THIS POSITION & WOULD LIKE TO WORK IN EDINBURG CUSD #4**
- 7. WRITTEN STATEMENT ADDRESSING HOW YOU POSSESS OR INTEND TO DEVELOP THE FOUR CRITICAL CONSIDERATIONS FOR THIS POSITION**
- 8. ALL MATERIALS MUST BE SUBMITTED IN WORD PROCESSED, FONT 12, TIMES NEW ROMAN FORMAT TO:  
LYNDA E. IRVIN, SUPERINTENDENT**

### **Critical Consideration #1: General Accounting**

1. Supervisor of accounts.
2. Maintain current accounting and payroll software and hardware.
3. Input and monitor purchase orders in encumbrance program.
4. Verify and process all bills for payment on a monthly basis.
5. Enter deposits and journal entries as required.
6. Prepare billing for other local revenues.
7. Responsible for monthly bank reconciliation and completion of monthly financial records and reports.
8. Develop necessary monthly reports for Superintendent and other personnel responsible for budget items.
9. Delete vendor and chart of account records after being inactive for three years.
10. Prepare accounting records and meet with District auditors annually.
11. Prepare and meet with insurance auditor annually.
12. Prepare and meet with state auditor as scheduled.

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**Critical Consideration #2: Payroll / Benefit Administration**

1. Process payroll, including calculating individual timesheets, adding new employees to payroll files, checking payroll register for accuracy, employee deductions and board-paid benefits.
2. Record sick, personal and vacation days for all district employees.
3. Track substitutes days of teaching for TRS annual report.
4. Remit payment of federal and state taxes, teacher retirement, non-certified retirement, annuities and health, life and accident insurance deductions.
5. Have all new hires and substitute employees complete proper employment forms including background checks.
6. Verify current and past employment and/or salary information when requested with employee written approval.
7. Prepare spreadsheet containing certified and non-certified employee service, contract and salary information.
8. Process payroll, including calculating individual timesheets, adding new employees to payroll files, checking payroll register for accuracy, employee deductions, and board-paid benefits.
9. Calculate annual salaries, calculate annual employee-paid TRS, calculate board-paid TRS, and THIS.
10. Distribute payroll checks, sort according to building and/or mail list (payroll checks are mailed to employees who are on 26 pays during the summer).
11. Maintain current data for health and life insurance; act as liaison for problems with employee claims on the group health insurance.

**Critical Consideration #3 Quarterly / Annual Reporting**

1. Complete and submit required annual reports for Teachers' Retirement System (TRS) and Teacher Service Record.
2. Assist Superintendent with District budget and prepare final budget on State budget form. Submit amended budget as required.
3. Complete and submit annual Teacher Service Record. Amend and correct as required.
4. Distribute Annual Financial report (completed by auditor) as instructed.
5. Complete and submit Annual Financial Report for publication by state deadline.
6. Complete and submit federal and state 941 reports quarterly.
7. Complete and submit Unemployment report quarterly.
8. Complete and submit R&G Medicaid report quarterly.
9. Print and distribute W2 and 1099 reports to employees and applicable vendors; submit corresponding federal and state W3 and 1096 reports to appropriate agencies.

**Critical Consideration #4: Board of Education and District Office Clerical Assistance**

1. Serves in the District Office and assumes responsibility for answering District Office telephones as well as serving as a bus transportation liaison during morning and/or evening student bus routes.

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2. Prepares motions and records Board of Education actions at meetings of the Board of Education.
3. Records minutes of the Board of Education meetings and prepares meeting minutes for subsequent Board of Education meetings and school district website.
4. Works collaboratively with all staff and maintains a professional dress and positive, team player demeanor at all times. Keeps and maintains confidentiality in all matters pertaining to this role/assignment.
5. Serves as a member of the District Leadership Team and contributes to problem solving, informed data driven decisions, and continuous improvement of not only self, but also district.

*Edinburg Community Unit School District #4  
is an equal opportunity employer.*