

Position: Bookkeeper/Payroll Position

Supervisor: Superintendent

Eunice Public Schools Job Description

General Job Description: The Bookkeeper will perform bookkeeping and payroll along with other duties to meet requirements of the Business Office. The immediate supervisor for this position is the Business Manager.

Qualifications

- CPA is preferred
- Graduation from a certified or accredited educational institution with some course work in computer systems.
- Supervisory experience in either the business or education application of computer technology and data processing is preferred.
- Some experience with school budgets and personnel reports is preferred.
- Proficiency in District's computer software system.

Duties and Responsibilities:

- Performs usual office tasks associated with a school office such as faxing, copying, etc.
- Responsible for deposits
- Reconciles bank statements on a monthly basis
- Print checks for Accounts Payable
- Process and follow up on Request for Reimbursements (RFR's)
- Process payroll and payroll reports in a timely manner. Includes sick leave, adjustments, etc.
- Prepare W-2's
- Send out W-4's yearly to all employees
- Perform duties of benefits specialist – adding new hires, adding/dropping/increasing/decreasing benefits and deductions. Also process terminations.
- Complete quarterly reports before due date which include 941, Lea County Treasurer, Unemployment (Employer's Unity), Workers Comp, NM Dept of Labor, and Medicaid (Admin Claim).
- Keep track of Activity Center receipts – dividing City and Eunice Schools portions
- Attend out-of-town trainings
- Responsible for processing instructional material textbook orders (Archway)
- Complete annual reports – Instructional Material Annual Budget Report and I-Star Inventory

- Make phone calls and send out emails
- Ability to meet deadlines and due dates
- Ability to work well with others
- Ability to work under pressure and with constant interruptions
- Ability to type and operate 10-key calculator by touch
- Complete other tasks considered appropriate by the immediate supervisor

Work Environment:

Various degrees of noise and temperature are to be expected. Self-motivation and flexibility will be required. After hours work may be required occasionally.

Physical Requirements:

Bending, standing, climbing, pinching, reaching, kneeling, squatting and lifting (up to 50 lbs.) may be required.