

Bookkeeper
Job Description

TITLE: KCSEC Bookkeeper

QUALIFICATIONS: High School diploma, course work in secretarial areas at high school level or post-secondary training at junior college, college or business school.

REPORTS TO: Director of Special Education

FUNCTION: To assure smooth and efficient operations of the Special Education Cooperative. Ability to handle secretarial/bookkeeping work of some complexity and variety in an independent and responsible professional manner. Ability to work accurately and efficiently with attention to detail while following established procedures.

RESPONSIBILITIES:

A. Secretarial/Bookkeeping Support

1. Provides secretarial and related clerical/bookkeeping support for Kendall County Special Education, to assist in accomplishing the objectives of the Director, and organizational goals.
2. Prepares State forms for submission to ISBE.
3. Facilitates the timely completion of letters, memos, and correspondence.
4. Performs personnel tasks as needed by Kendall County Special Education Cooperative, contracts.
5. Maintains accurate rosters and personnel records of staff, salary, benefits and experiences.

B. Communication

1. Disseminates information to administration, staff, parents, and organizations that increase effective practices and communication.
2. Provides on-going communication with Cooperative and district personnel on matters of policy, and all benefit programs and eligibility procedures.

3. Maintains open and positive relationships through verbal and written contacts and materials.
4. Extends an appropriate public relations image on behalf of the Director and Cooperative.

C. Management

1. Completes payroll including all deductions, benefits, and compiles appropriate payroll reports.
2. Completes all TRS and IMRF requirements for reporting and compliance.
3. Serves as liaison with insurance representatives for personnel reports and policy interpretation.

D. Leadership

1. Achieves identifiable contributions in the areas of responsibility and accomplishes measurable task performance.

E. Additional Duties

1. Performs other duties as assigned.

Evaluation: Annually by the Director of Special Education.