

## **RIPON AREA SCHOOL DISTRICT**

### **Job Description**

Department Business Services

Job Title Bookkeeper

Qualifications Education Level: Associate's degree in accounting, finance, or a related field

Experience: Minimum of five years combined experience in a related field, with experience in public accounting systems preferred. Familiarity with Wisconsin Uniform Financial Accounting Requirements (WUFAR) and current financial software program is preferred.

Other requirements: Ability to operate spreadsheet, word processing, and presentation software. Ability to develop effective working relationships with staff, parents, and the school community. Ability to comprehend both oral and written instructions to carry out complex tasks. Ability to read, interpret, and create documents, including State of Wisconsin reports. Ability to deal with problems involving several variables in standardized and non-standard situations. Must have strong organizational, interpersonal, and communication skills. Must be able to work independently as well as within a team.

Must be able to multitask and handle multiple projects under tight deadlines. Must be able to work independently as well as within a team. Proficient use of current technologies including but not limited to advanced knowledge of Microsoft Office Suite applications including Word, Excel, and PowerPoint. Excellent communications skills, written and verbal, and knowledge of various media.

Reports to Business Manager

Job Goals: To ensure the efficient and accurate financial operations of the District by maintaining proper accounting practices, supporting compliance requirements, and providing exceptional service to staff and stakeholders.

## **Essential Job Functions/Responsibilities:**

### **Financial Accounting**

- Develop and maintain sound financial internal controls.
- Ensure compliance with proper accounting procedures, funds, and account codes as required by the DPI.
- Record and deposit all district monies and reconcile cash and bank accounts monthly.
- Reconcile online payments through Infinite Campus by school and fee. • Prepare journal entries for flexible spending and Health Reimbursement Arrangement (HRA) accounts.
- Maintain and record property taxes, lottery tax payments, and grant funding.
- Prepare monthly treasurer's reports for the School Board.
- Assist in annual financial audits and prepare DPI reports such as the annual report, school-level report, and special education maintenance of effort.
- Provide support to staff regarding accounting procedures and activity accounts.

### **Payroll**

- Maintain and approve records for enrollment, increases, and cancellations for 403(b) and Roth payroll deductions.
- Process and create journal entries for payroll taxes, net payroll, and lunch deductions. • File quarterly and annual reports, including IRS Form 941, Schedule B, and Wisconsin WT-7.
- Administer payments for Wisconsin Retirement System (WRS) contributions and unemployment compensation.

### **Benefits Administration**

- Process payments and create requisitions for life, vision, and dental insurance.
- Verify and record ACH transactions for self-funded health insurance.
- Ensure compliance and maintain records for short- and long-term disability coverage.

### **Grant Program Oversight**

- File monthly claims for federal and state programs, such as the Fresh Fruit and Vegetable Program and Wisconsin School Day Milk Program.
- Assist staff in meeting USDA standards and documentation for DPI administrative reviews.
- Maintain records and submit required reports for Medicaid and E-Rate programs.

### **Compliance and Reporting**

- Ensure timely submission of all reports, including semi-annual wire transfers for debt service and DPI-required documentation.
- Maintain accurate documentation for federal, state, and local audits.
- Track, record, and report on student activity and fundraising accounts.

#### **Other Responsibilities**

- Act as the primary contact for Ripon Education Foundation and Student Needs Fund, managing records, grants, and donor reporting.
- Prepare and submit quarterly sales tax reports and payments.
- Coordinate worker's compensation claims, ensuring compliance with state requirements.
- Serve as the primary contact for FMLA requests, processing and tracking all leaves.

**Terms of Employment** The term of employment for the Bookkeeper shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law

**Evaluation** Following successful probation, evaluation shall recur once every twelve (12) months in accordance with provisions of the Board of Education policy on managers.

I have read and understand this job description and can fulfill the essential functions listed.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print

Name \_\_\_\_\_

#### **PHYSICAL DEMAND ADDENDUM**

##### **Bookkeeper Job Description**

##### **PHYSICAL DEMANDS**

|                                 |                                       |
|---------------------------------|---------------------------------------|
| Walking.....                    | Frequently                            |
| Sitting/Standing.....           | Frequently                            |
| Climbing.....                   | Occasionally                          |
| Crawling/Kneeling.....          | Occasionally                          |
| Bending/Stooping/Crouching..... | Frequently                            |
| Twisting/Turning movement ..... | Frequently                            |
| Reaching.....                   | Occasionally at/above shoulder height |
| Pulling/Pushing.....            | Occasionally 10 pounds or more        |

Lifting.....Occasionally 10 pounds or more  
Carrying.....Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy setting. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladders to reach heights that are ceiling high and use standard file cabinets in order to maintain records.

Work Environment: Subject to constant interruptions. Occasional exposure to loud noises. Ability to work in air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

---

Signature Date