

Red River Parish School Board

Job Description

Title: Payroll Bookkeeper

Qualifications: Associate Degree, Vocational School or equivalent. Six (6) months bookkeeping experience. Additional experience may substitute for a college degree, but applicant should hold a vocational/business school certificate. Additional experience and accounting degree in college, vocational school or equivalent preferred.

Superordinate: Business Manager

Performance Responsibilities:

1. Submits all State and Federal Grant requests
2. Performs all parish payroll functions
3. Accounts for salaries for all employees and prepares payroll
4. Reconciles insurance services and pays same
5. Prepares and files quarterly Federal and State withholding reports
6. Computes employer portion of retirement and pays same
7. Responsible for remitting professional dues, tax levy, garnishments, child support and credit union payments
8. Responsible for Federal/State Tax, Social Security and Medicare Tax deposits
9. Enrolls employees in all insurance programs and completes change documents when necessary
10. Assists active and retired employees with insurance problems and questions
11. Prepares and certifies retirement enrollment and change documents
12. Prepares W-2, W-3, W-4, and L-4 forms on all employees
13. Maintains up to date sick and annual leave records on all employees
14. Maintains up to date payroll records for all employees
15. Interprets School Board Policies in relations to salaries and benefits
16. Completes life insurance claims for active and retired employees
17. Uses the computer system in maintaining all records and producing reports; has knowledge of coding, charting, and documentation
18. Maintaining filing system of financial records of all funds which will provide an adequate audit trail
19. Works with CPA's to report all required information, data, and audit trails
20. Performs any other tasks assigned by the superordinate

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

