

POSITION DESCRIPTION
Accountant / Director of Business Services Assistant

ORGANIZATIONAL RELATIONSHIP

Reports to the Director of Business Services

POSITION FUNCTION

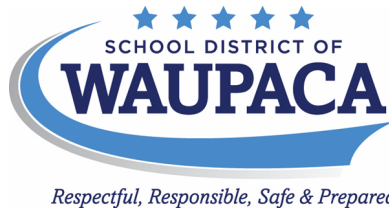
To assist the Director of Business Services in serving the district and ensuring the accurate representation of financial information to the School Board.

PERFORMANCE RESPONSIBILITIES

1. Administrative assistant to the Director of Business Services.
2. Maintain forms and information for staff required by the business office.
3. Process and submit the required DPI reporting.
4. Files and maintains Medicaid financial reports.
5. Maintain district financial software access and permissions.
6. Assist Director of Business Services with budget development.
7. Input district budget information into financial software.
8. Maintain, receipt, and enter all district revenues into financial software.
9. Reconcile all funds and bank accounts every month.
10. Maintain and ensure monthly cash reconciliation following the auditors.
11. Gather all required information for auditors.
12. Make daily bank deposits.
13. Maintain confidentiality.
14. Assist in the preparation of monthly financial reports for the School Board.
15. Keep district office files organized and updated, per DPI records retention regulations, including purging outdated information.
16. Administer district financial software.
17. Responsible for all district journal entries.
18. Responsible for ensuring grants are accurate, compliant, and submitted to DPI to claim funds.
19. Manage district student activity and donation accounts. (Fund 21)
20. Enter and track all tax levy dollars, ensuring all funds are received.
21. Responsible for collecting, maintaining, and filing all vendor contracts and agreements.
22. Maintain all forms for staff needed in the business office.
23. Perform other duties as assigned.

QUALIFICATIONS

1. High School Diploma, Associate's and/or Bachelor's degree in related areas of concern.
2. Coursework and/or experience with current technological practices.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Good communication skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable



PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business-related equipment, and handling various materials and objects in an office environment are essential aspects of this job.
- The noise level in the work environment is usually moderate. The employee is frequently required to interact with the public and other staff.

TERMS OF EMPLOYMENT

As determined by the support staff handbook.

ADOPTED: 08.20.2019

REVISED: 09.08.2020

01.31.2024

09.09.2024

05.05.2025

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. If you have questions or concerns, please call 715.258.4121.