

Job title	Business Office Bookkeeper/Secretary
Reports to	Business Office Director
Classification	Non-Exempt
Status	Full Time

Job purpose

The Business Office Bookkeeper/Secretary is an at-will employee of the College and is directly responsible to the Business Office Director, and performs a wide range of secretarial and accounting payroll functions with discretion and in a confidential manner.

Duties and responsibilities

1. Performs College accounting according to standard accounting practices and college policies as directed by the Business Office Director.
2. Sets up new vendors.
3. Verifies accuracy of vendor's invoices and enters approved invoices in accounts payable module on computer.
4. Issues payment for approved invoices, files invoices according to standard practice and in the prescribed manner, and posts transactions to general ledger.
5. Enters charges for tuition, room and board and fees for each student on computer.
6. Enters work-study, grants and other disbursements to each student's account which is received from the Financial Aid Office, and posts the data when necessary.
7. Bills receivables as prescribed by Business Office Director.
8. Sends out invoices internally and externally.
9. Enters cash receipts and credit card payments for accounts receivables when necessary and prepares deposit for the bank, and posts these entries as a final step.
10. Enters certain routine general ledger and adjusting entries.
11. Reconciles checking accounts according to instructions of the Business Office Director at the end of each month.
12. Performs all tasks related to payroll; prepares and emails data entry to payroll processing company by 2:00 PM on Monday of payroll week.
13. Processes the electronic tax transfer and all other items according to established practice. Reconciles with the Vice President for Operations budgeted wages and salaries for the following fiscal year.
14. Bills the Province for Vocation Office wages and benefits every month.
15. Processes each school year the teacher's wages for reimbursement and sends to the Province Center for reimbursement. Keeps updated information on new hires and resignations throughout the year for the Province Center.
16. Does checks/transfers requested for net pay, child support payments, garnishments, non- payroll salaries, pension, state taxes, etc.
17. Sets up new employees in the system and trains them on how to use the time clock correctly.
18. Completes workers' compensation first reports of injury.
19. Balances Province Remuneration Account monthly.
20. Maintains personnel records and files.
21. Distributes and processes all new hire documents.
22. Prepares necessary documents and work papers for annual audit according to College Policies and directions of the Business Office Director.

23. Serves as Receptionist when regular person is absent or is in need of additional assistance in Front Office. (See Receptionist's Job Description).
24. Handles Business Office mail when Business Office Director is absent.
25. Performs a wide variety of routine accounting tasks. Prepares cash receipts and deposits when necessary; counts petty cash boxes; updates key charts.
26. Assists SVD members as needed.
27. Tracks Family Medical Leave Act (FMLA).
28. Tracks and manages vacation and sick time for employees.
29. Reviews flex spending accounts for employees.
30. Other duties/responsibilities as assigned by the Business Office Director.

Qualifications

- High School diploma required. Clerical and accounting education preferred.
- Accounting/bookkeeping training or experience is required.
- Must be well organized, possess good human relations and pleasant communication skills, and be familiar with computerized accounting applications.
- Computer literacy (MS Word, Excel, Time Clock Plus, etc.).
- Must be able to use following equipment: Computer, typewriter, adding machine, copy machine, fax machine and postage meter, all with a high level of accuracy.

Working conditions

- Work is normally performed in a typical interior/office work environment.

Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

Direct reports

- None

Date approved:	February 27, 2017
Reviewed:	