



**Job Title:** **DISTRICT BOOKKEEPER**

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**District Name:** Nashville #49  
**Address:** 750 E. Gorman  
 Nashville, IL 62263  
**Phone Number:** (618)327-3055  
**Fax Number:** (618)327-4501

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**Region:** Egyptian  
**County:** Washington  
**Type of Employment:** Full-time permanent  
**Job Category:** Bookkeeper  
**Grade Level:** Elementary

**Salary/Benefits:** The successful candidate's salary will be determined by the superintendent and Board of Education and will be based on experience and qualifications. It is anticipated that the starting salary range will be no lower than \$38,000 and will not exceed \$48,000. The package also includes a \$6,545 health insurance or cash option payment each year.

**Duties:** The district bookkeeper will assist the superintendent in managing the district's financial and reporting requirements. A full job description and related duties can be viewed at [www.nashville49.org](http://www.nashville49.org).

**Qualifications:** Proficiency with school district finances, proficiency with technology, organizational skills, honesty, integrity, confidentiality

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**School/District Link:** <http://www.nashville49.org>

**ILEARN Link:** [ILEARN](#)

**Report Card Link:** [District Report Card](#)

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**Job Posting Date:** 11/26/2017

**Application  
 Deadline:** 2/23/2018

**Start Date:** 7/2/2018

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**How to Apply:** Interested individuals should include the following information when applying: \*Letter of interest \*Current resume \*One letter of recommendation from a professional reference (immediate supervisor) \*Two letters of recommendation from personal references Applications should be sent to the following person: Mr. Michael Brink, Superintendent 750 East Gorman Street Nashville, IL 62263 [mbrink@nashville49.org](mailto:mbrink@nashville49.org)

**Email for More  
 Information:** [mbrink@nashville49.org](mailto:mbrink@nashville49.org)

## NOTICE OF VACANCY

Nashville C.C.S.D. #49 has the following position available for the 2018-2019 school year:

\*\*\*District Bookkeeper

The deadline to apply is February 23, 2018 and the official start date is July 2, 2018. The job description and application process can be viewed at [www.nashville49.org](http://www.nashville49.org) or at [www.illinoiseducationjobbank.org](http://www.illinoiseducationjobbank.org).

Interested individuals should apply to the following person:

Mr. Michael Brink, Superintendent  
Nashville C.C.S.D. #49  
750 East Gorman Street  
Nashville, IL 62263  
[mbrink@nashville49.org](mailto:mbrink@nashville49.org)  
618-327-3055

## NASHVILLE C.C.S.D. #49 JOB DESCRIPTION

POSITION: District Bookkeeper

PURPOSE OF POSITION: The district bookkeeper will assist the superintendent in managing the district's financial and reporting requirements.

QUALIFICATIONS: Proficiency with school district finances, proficiency with technology, organizational skills, honesty, integrity, confidentiality

WORK PERIOD (YEARLY): 12 months

WORK PERIOD (DAILY): 8:00 AM-4:00 PM

SALARY: The successful candidate's salary will be determined by the superintendent and Board of Education and will be based on experience and qualifications. It is anticipated that the starting salary range will be no lower than \$38,000 and will not exceed \$48,000.

SICK DAYS: 12

PERSONAL DAYS: 2

VACATION DAYS: Board Policy 5:330  
Year 1: 0 days                      Years 2-5: 10 days  
Years 6-15: 15 days              Year 16+: 20 days

BENEFITS: I.M.R.F., \$6,545 health insurance or cash payment

OVERTIME PAY: Must be approved by the superintendent

POSITION TYPE: Non-certified

ASSIGNMENT CATEGORY: Full-time

IMMEDIATE SUPERVISOR: Superintendent

POSITION EVALUATED BY: Superintendent

POSITION LOCATION: Nashville C.C.S.D. #49

JOB TYPE: Staff

JOB DESCRIPTION SUMMARY:

See attached sheet

#### JOB DESCRIPTION SUMMARY:

- 1) Assist in the preparation of financial reports for the Board of Education
- 2) Prepare all tax forms relating to payroll matters such as but not limited to W-4, W-3, 1099, 1094, 1095 and W9
- 3) Prepare and maintain all records for payroll, insurance, union dues, salary deductions, salary benefits, substitutes, stipends, attendance and etc.
- 4) Assist the superintendent in completing all financial reports for the State of Illinois, TRS, ISBE, KSED and all other agencies
- 5) Maintain personnel files for current, former, and new employees in accordance to ISBE requirements
- 6) Assist the superintendent in preparing the annual budget and amended budget
- 7) Make expenditure and revenue transactions in accordance with the IPAM
- 8) Examine financial documents, records, and accounts to assist the superintendent in making sound financial decisions for the district.
- 9) Coordinate and work with the independent auditors chosen by the Board of Education
- 10) Evaluate and make recommendations to the superintendent regarding internal auditing
- 11) Reconcile financial balances with the district treasurer on a monthly basis, tracing any errors and recording adjustments if needed
- 12) Pay the district's bills
- 13) Make recommendations to the superintendent regarding any needed changes or areas of improvement
- 14) Post any required notifications to the Nashville News or any other area newspaper
- 15) Complete financial reporting on a quarterly basis including but not limited to Federal Taxes, State Taxes, Grants, Administrative Outreach claims, Illinois Director of Employment Security (IDES), and Sales & Usage Tax.
- 16) Complete the TRS annual report
- 17) Work with Kaskaskia Special Education by providing financial reports such as Maintenance of Effort, Cost Study, Employee Verification Forms and IDEA Grants.
- 18) Maintain and update EIS system & reporting through IWAS
- 19) Work with American Fidelity Section 125 Enrollments
- 20) Comply with all Affordable Care Act Requirements including but not limited to providing the required documentation for all employees, documenting hours worked in accordance with the required measurement periods, completing 1095 & 1094 forms and submitting them in a timely manner.
- 21) Update and maintain all Activity Funds
- 22) Perform other duties as assigned by the Superintendent or the Board of Education