

**Bookkeeper, Personnel Benefits**  
*School District Job Description – Revised Dec. 2016*

**Position Title:** Bookkeeper, Personnel Benefits

**Department:** Central Office

**Reports To:** Superintendent

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**Bookkeeper/Personnel Benefits**

**SUMMARY;** Maintains personnel records. Serves as secretary for preparing and distributing contracts for all employees. Oversees and personally works with the insurance programs for the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Provides human resources assistance to administration
- Plans and directs implementation and administration of benefits programs for the school district.
- Acts as troubleshooter and liaison between school district and insurance companies.
- Sends COBRA information to the third-party administrator for implementation.
- Notifies employees of change in benefit programs.
- Oversees Workers' Compensation Program.
- Processes employment verifications for mortgage companies.
- Processes teacher leaves of absence.
- Verifies report of absence and maintains employee's accumulated sick leave.
- Processes extra graduate hours.
- Maintains lists of probationary and tenure teachers and length of service in district.
- Prepares administrator, certified, and non-certified contracts annually.
- Prepares letter of intent for new employees hired.
- Oversees the maintenance and use of Sick Leave Pool
- Regularly monitors employees' certification

**SUPERVISORY RESPONSIBILITIES:**

None

**EDUCATION and/or EXPERIENCE;**

Associate's Degree and one year of experience OR two to three years job-related experience. Familiarity with Microsoft Office Suite.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:** Twelve-month employee. Salary to be established by the Board of Education.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_