

## ISL Job Description

**Title:** Bookkeeper

**Function:**

The Bookkeeper is responsible for all facets of payroll, accounts payable and financial matters under the direct supervision of the International School of Louisiana's Executive Director. She/he is responsible for the safeguarding of assets and the integrity and accuracy of the financial reporting.

**Know/How:**

This position requires a professional demeanor and a thorough understanding of Generally Accepted Accounting Principles (GAAP) and financial management information systems. The position requires the ability to function both independently and as part of a team. The position requires the ability to handle multiple responsibilities, to provide accurate and useful information for management decision making and to oversee and manage the financial functions of ISL.

**Minimum Qualifications:**

A bachelor's degree in Accounting or Business preferred. Two years bookkeeping or accounting experience plus one year payroll experience. Computer literacy in windows based spreadsheet/word processing package. Black baid experiences a plus. Demonstrate oral and written communication skills, detail oriented and organized.

**Essential Functions:**

Payroll:

- Administer all aspects of payroll utilizing the payroll system, which includes computing and transmitting via personal computer and modem.
- Compile time sheets and calculate overtime.
- Review and distribute W-2 forms.
- Prepare the payroll summary on a monthly basis.
- Maintain payroll records.
- Complete correspondences regarding payroll information for unemployment, IRS, Dept of Labor, etc.
- Enter the payroll summary into the general ledger, monthly.
- Review payroll tax returns and other information both quarterly and annually.
- Prepare yearly payroll schedule.

Accounts Payable:

- Review, code and process A/P check requests.
- Process and distribute A/P checks.
- Handle inquiries from vendors.
- Maintain A/P system records.
- Prepare and distribute 1099 and other related tax forms.
- Close A/P on a monthly basis, review, corrects and distributes reports.
- Audit employee expenses to ensure compliance with ISL policy before paying.

General Ledger, Budgets and Forecasts:

- Prepare all reconciliations and year-end work papers pertaining to payroll and accounts payable.
- Calculate, transmit and review all funds and data pertaining to the 403(B).
- Prepare payroll, 403(B), and bonus budget projections.
- Analyze salaries and expenses to determine variances on a monthly basis.
- Prepare journal entries on a monthly basis.
- Prepare and enter budget details for payroll related accounts.
- Reconcile general ledger accounts on a monthly basis.
- Special projects as required.

**Reports to:**

The Bookkeeper works in the International School of Louisiana's administrative office and reports to the Executive Director.