Job Title: County Bookkeeper*

Responsible to: ________County Agricultural Extension District Council

Primary Responsibility: Ensure all financial systems meet legal, council and management needs.

**Bookkeeping Role:**
1. Maintain state-wide supported accounting system; properly enter and categorize all transactions; and monitor all accounts, systems and reports according to the county’s approved chart of accounts with minimal assistance. Ability to perform routine accounting functions and apply good problem-solving logic.

2. Prepare monthly payroll and payroll reports; tax and benefit paperwork for new county-funded employees; process employee payroll records, and prepares and timely files required federal, state and IPERS periodic reports such as W-2, W-3, 1099, 1096, and 941.

3. Reconciles monthly bank statements against all accounts; complete monthly account reconciliation process, prepare monthly, annual financial reports, special transaction reports for prioritized projects and grants. Prepares reports for projects and grants including accurate balances tied to the accounting system. Monitors those reports and advises council treasurer for key statistics such as legal budget, bank cash management, and accounts receivable collections.

4. Assists in budget preparations with council and staff, and the completion of Iowa Department of Management forms and processes. Enters approved budget into accounting system. Ensures systems are ready for audit.

5. Engages county and state staff, council treasurer and council members in understanding fiscal performance. Reports are ready in a timely fashion in accordance with county council meeting cycle.

* If an on-site bookkeeper approach is used, the following 5 points are also part of bookkeeping job.

* If an off-site bookkeeper is utilized, the following Assistant Bookkeeper job is done by an on-site county employee(s).

**Assistant Bookkeeping Roles:**
6. Initiates all accounting transactions. Write receipts in appropriate receipt book for money received. Make change for clients. Prepare documentation and deposit funds received. Receive and process payables/expenditures; and ensure checks mailed. Prepares invoices, monitors, collects and reconciles accounts receivables. Handles tax and benefit paperwork for new county-funded employees.

7. Ensures all documentation for accounting transactions and financial records are filed appropriately on the S drive. Maintains all hard copies for grant monies, income, expenditures, receivables and required reports. Maintains hard copy files of voucher and receipt documentation for archives as well permanent manual folders/files archived differentially according to records retention policy. Ensures employee related records are maintained correctly and confidentially controls are in place for employee permanent files.


9. Prepares, files and sends records for Program Specialist revenue generation/expense recovery to campus.

10. Manages obtaining signatures by Treasurer/designee; ensures checks and all financial documents are timely distributed.