

Bookkeeper Performance Evaluation

Employee _____

Date of Evaluation _____

Evaluator _____

Performance Skill	Unsatisfactory	Satisfactory
<u>Attendance</u>		
1. Arrives and departs from work as per contract regulations.		
2. The employee has been absent from work ____ days due to excused absences, and ____ days due to unexcused absences.		
<u>Accounts Payable</u>		
1. Enters bills ensuring they are posted to the correct accounts.		
2. Processes accounts payable checks verifying for accuracy.		
3. Communicates with vendors when questions arise concerning payments.		
4. Completes tax exemption forms when necessary.		
5. Process field trip monies when needed by schools.		
<u>Payroll</u>		
1. Enters and verifies accuracy of all employee contracts.		
2. Prepares extracurricular stipends for payment.		
3. Completes employee verifications for financial institutions.		
4. Works with SESEA to ensure dues are deducted in a timely manner.		
5. Calculates and enters employee payroll deductions as needed.		
6. Enters time sheets on computer and checks them for accuracy.		
7. Makes adjustment to employee contracts as directed by the Board.		
8. Submits pre-notes for direct deposit as necessary for new employees and substitutes.		
9. Processes all payroll vouchers.		
10. Remits payroll to the district depository via the internet.		

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11. Processes all payroll remittances according to state and federal regulations which includes but is not limited to Federal taxes, state taxes, teacher retirement and the Illinois Municipal Retirement fund.		
12. Processes the quarterly unemployment report and any related remittances.		
13. Processes the quarterly unemployment report and any related remittances.		
14. Processes quarterly and annual federal and state payroll tax forms including but not limited to 941's.		
15. Stays current in the field.		
Revolving Fund Checking Account		
1. Prepares checks as approved by the Director.		
Board Recording		
1. Gives public notice and attends all regular and closed meetings of the Board.		
2. Prepares, assembles and compiles all monthly Board packets.		
3. Keeps full and accurate minutes of all meetings (regular and closed) of the Board of Education and sends a copy of such minutes to each member of the Board before the next board meeting.		
4. Publishes all legal notices concerning district business and mails meeting notifications and agenda to news media as requested.		
5. Timely filing of Statements of Economic Interest for board members and administrators.		
6. Arrange public inspection of the budget before adoption.		
7. Sign official district documents as required by the Board Secretary.		
Other Responsibilities		
1. Completes and files the annual Teacher		

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Retirement Report.		
2. Prepares the vendor and employee section of the annual Financial Report for Publication.		
3. Prepares and files all W2s.		
4. Runs all fiscal and calendar year-end reports.		
5. Maintains inactive employee personnel files.		
6. Completes data entry for Medicaid reimbursement.		
7. Prepares and submits 1099's for non-corporate vendors annually.		
8. Reviews monthly bank statements received by the Treasurer for possible fraud.		
9. Compiles and collects summer employee payroll deduction.		
10. Performs any other duties as deemed appropriate and necessary by the Director.		

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SUMMATIVE RATING OF PERFORMANCE: UNSATISFACTORY SATISFACTORY

SUMMARY STATEMENTS:

EMPLOYEE COMMENTS:

Employer's Signature _____ Date _____

Employee's Signature _____ Date _____

I have seen the above report and had an opportunity to react to it, and have received a copy of the report. I understand that my signature merely acknowledges that I have examined the report, not that I necessarily agree with its contents.

This evaluation report shall be filed in the employee's personnel file.