

Henderson Knox Mercer Warren
Regional Office of Education
JOB DESCRIPTION

Position Title: Assistant Director of Bookkeeping (incoming Director of Bookkeeping)

Location: Galesburg, Illinois

Department: Bookkeeping

Reports to: Regional Superintendent and Assistant Regional Superintendent

FLSA Class: Exempt

Revised Date: 7/1/2026

SUMMARY

This position is responsible for assisting in the administration of the Regional Office of Education's business affairs to provide the maximum educational services for the financial resources available and payroll services. This position will transition into the new Director of Bookkeeping, upon the retirement of the current Director of Finance and Payroll.

DUTIES & RESPONSIBILITIES

Finance

1. Assists with monitoring the collection, safekeeping, and distribution of all employee, fund, and other confidential information.
2. Assists with new employee intake and processing and enters information into appropriate systems, such as TRS, IMRF, Health/Life Insurance, payroll, etc. Works with the Bookkeeper-Human Resources Management on maintaining and updating personnel files. Reviews health insurance changes twice a year in October and January.
3. Assists with establishing and overseeing payroll processes and procedures for routine processing, tax reporting, and internal financial requirements.
4. Assists with supervising and participates in the review and verification of classified and certified retirement records with IMRF & TRS.
5. Stays informed about the status of payroll laws and regulations and develops plans for required changes to operations for any additions/changes to them.
6. Assists with establishing and implementing internal procedures for the processing of payroll; recommends changes in existing procedures to increase efficiency.
7. Assists with carrying out accounting operations using the SDS System and maintains a complete and systematic set of accounting records.
8. Acts as co-advisor to the Regional Superintendent and Assistant Regional Superintendent on questions relating to the business and financial affairs of the office. Assists the Regional Superintendent in preparing and implementing the ROE budgets for all programs.
9. Assists with organizing, directing, and supervising the activities and operations of the ROE's bookkeeping department. Meet with staff one-on-one every six weeks for check-ins.
10. Assists with preparing reports, including monthly, quarterly, and annual reports for retirement (FICA/MC, TRS, IMRF), unemployment, tax returns, etc.
11. Responsible for new employer services setups and implementation for TRS Gemini, TRS/SSP, IMRF VAC, etc.

12. Assists with reviewing and processing employee timesheets and reimbursements, and assists with preparing payroll for all employees.
13. Assists in the responsibility for all payroll, insurance records, and accounting. Enter data into the EIS system. Assists in training employees and supervisors on SDS e-timesheets & e-time off requests. Also, assists in training employees on other tools helpful to implement into their daily activities.
14. Assists with administration of worker's compensation and unemployment insurance programs.
15. Maintains and/or directs the maintenance of payroll and retirement records and files. Completes records retention and disposal.
16. Work collaboratively with ROE departments, school districts and communities through local, state, federal and county grant funding. Assists in the preparation and analysis of all financial statements and maintains a continuous internal auditing program for all funds. Budget adjustments, amendments, journal entries etc.
17. Possess a thorough knowledge of federal, state, and local requirements regarding programs and services of the Regional Office of Education #33. Follow and enforce all State, Federal, and ROE guidelines and policies professionally. Follows all specific accounting requirements of all funding sources, including state, local and federal guidelines.
18. Ensure compliance with accounting standards and regulations with ISBE, GAAP, IPAM and GAGA. Confirm official grant award documentation and confirm state, federal, or local funds.
19. Assists the Regional & Assistant Regional Superintendent with GATA ICQs in GATA and ISBE. Maintain reports in the GATA portal and report each grant in IWAS Grants and state and federal grants.
20. Monitor GATA Portal and is responsible for Year-End Financial Reports, confirmation of Notice of State Awards, keeping organization in good standing with SAM.gov account, FEIN, GATA in ISBE, OAG and all other pre-qualification requirements in the GATA Portal.
21. Work with bookkeeping staff to ensure all accounting and financial reporting activities are completed on an accurate and timely basis.
22. Prepares and participates in required audits, including uploading documentation to secure portals for ROE 33 & Delabar. Answer findings for all audits. Responsible for completion of Single Audit (Federal) and regular Audits in terms of Corrective Action Plans and Manager/Audit Responses as required.
23. Assists with submitting renewals for DUNS and SAM.
24. Assists with the monitoring of funds through FRIS, EFT, ACH, and other state and federal funding disbursements.
25. Monitors office investments and maintains relationships with depositories. Evaluates investment opportunities with financial institutions annually.
26. Assists with maintaining and renewing the bonding of the Regional Superintendent and Assistant Regional Superintendent.
27. Responsible for overseeing the budgeting process and setting up new SDS accounts and maintaining the balance sheet, revenue, expenses, and defaults. Also, responsible for cleanup from startup by ensuring compliance with financial regulations and internal controls.
28. Possess and stay current with knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations. Participates weekly in webinars and trainings to stay up-to-date on SDS, TRS, IMRF, etc.
29. Possess and stay current with knowledge of the district policies, procedures, and standards regarding education. Stay current with knowledge of the current literature, trends, and

developments in programs of the Regional Office of Education.

30. Assists with training, assigning, scheduling, supervising, and formally evaluating the work of assigned staff. Lead and develop the finance team to maintain continuous improvement and coordinate with other departments to align financial goals.

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31. Practice high ethical standards and maintain confidentiality.
32. Follow and enforce all State, Federal, and ROE guidelines and policies in a professional manner.
33. Perform other duties as assigned by Regional Superintendent of Schools or Assistant Regional Superintendent of Schools.

QUALIFICATIONS, KNOWLEDGE, & CRITICAL SKILLS

1. Associate's Degree required in a finance or human resources field, Bachelor's Degree or higher preferred in a finance or human resources field.
2. A minimum of 3-5 years' experience in an accounting, bookkeeping, or related position.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Knowledge of Google Suite.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The work hours for this position are Monday through Friday 8:00 a.m. to 4:30 p.m. based on the ROE Calendar, 7.5 hours per day and 37.5 hours per week. The schedule is subject to change with ROE demands.