

St. Martin Parish School District

Revised 7/17/2024

Job Title:	Sales Tax Bookkeeper	Reports To:	Chief Financial Officer
Supervises:	NA	HR Contact	Julie Laviolette
Location/Grade Level:	St. Martin Parish School Board	Level/Salary Range:	12-Month Bookkeeper Salary Schedule
EVALUATION:	Performance Evaluation annually conducted by CFO		
Qualifications and Education Requirements	<ol style="list-style-type: none"> 1. High School Graduation or its equivalent including course in bookkeeping and accounting 2. Demonstrated competence in the use of business machine 		

JOB DESCRIPTION:

To assure the efficient collection and distribution of local sales taxes

ROLES AND RESPONSIBILITIES:

1. Maintains the collection and proper enforcement of the respective local sales tax
2. Interprets the local sales tax ordinances and issues appropriate rules and regulations relative to enforcement of the ordinances
3. Interacts and resolves complaints by any taxpayer, dealer or other interested party on any matter arising in connection with the collection, enforcement and administration of the sales tax
4. Records the details of sales tax transitions in appropriate journals and subsidiary ledgers from sales tax collections, audits, etc
5. Prepares and publishes such reports regarding the work and affairs of Sales Tax Division as may be required
6. Maintains sales tax accounting records in accordance with generally accepted accounting principles
7. Trace errors and records adjustments to correct changes or credits posted to incorrect accounts
8. Receives, deposits, and expends monies credited to the Sales Tax Operating accounts as required by the ordinances of the school board levying the respective taxes
9. Prepares semi-monthly reports to all taxation agencies showing all receipts and disbursements of revenues and other income derived from the respective taxes, as well as reasonably itemized statement of costs and expenditures of the Division
10. Manages the accounts payable for sales tax department
11. Manages the accounts receivable for sales tax department
12. Process all purchase orders (purchases, refunds, payables) made by the sales tax department
13. Compiles the necessary information, submits jobs on the computer
14. Observes parish policies regarding punctuality and absenteeism
15. Abides by the rules and regulations found in the St. Martin Parish Handbook
16. Assumes other related responsibilities as assigned by Sales Tax Accountant
17. Obeys all traffic laws

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the St. Martin Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

SUPPLEMENTAL SALARY SCHEDULE (ACT 311):

The salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). Additional compensation shall be provided as follows:

- (1) In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S.17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.
- (2) Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor and district administration shall be paid at the rate required by La. R.S. 17:418. Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:

- (a) submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;
- (b) obtain the prior written approval of the employee's immediate supervisor and district administration; AND
- (c) obtain supplemental, written authority from the employee's immediate supervisor and district administration before exceeding the initial estimated time for performing such services.

Such employee shall submit a completed Extra-Duty Timesheet reflecting the services actually provided and the time spent for each item, rounded to the nearest one-tenth of an hour, within seven (7) calendar days of performing such services to their immediate supervisor. The Extra-Duty Timesheet with prior approval documentation must be submitted to Payroll monthly as the work is performed in accordance with established Payroll cutoff deadlines.

- (3) All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with SMPSB Compensation Guidelines/Overtime policy (GBAA).

While the operation of the St. Martin Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name:		Employee Signature:	
		Date:	
Approved By:		Date:	