

Name: \_\_\_\_\_ Year : \_\_\_\_\_

**CARBON COUNTY SCHOOL DISTRICT NO. 2  
EVALUATION OF  
CENTRAL OFFICE BOOKKEEPER-DATA PROCESSING/PAYROLL**

<b>(1 – Satisfactory</b> - consistently performed at a competent level; <b>2 - Not Satisfactory</b> - serious deficiencies exist in this area; <b>N/A – Not Applicable</b> )		
1.	Monitors/coordinates the operation of the main frame computer system for peak office performance and checks to make certain the programs are operating correctly.	1__2__ N/A__
2.	Performs procedures required for system backup, message logs, basic computer maintenance, software updates, etc.	1__2__ N/A__
3.	Maintains sequence and control of source documents, and maintains files and information necessary for audits of the computer and financial records.	1__2__ N/A__
4.	Recognizes and corrects errors in original entry data prior to processing, and recognizes deficiencies in source documents and returns them for correction.	1__2__ N/A__
5.	Receives, sorts and delivers incoming and outgoing mail, in a prompt and efficient manner; making certain items in the school mail boxes are sent to the schools at least once per week.	1__2__ N/A__
6.	Keeps an accurate and up-to-date accounting of the District's equipment inventory on the computer, sends inventory reports to schools in the spring, and provides schools with equipment inventory tags.	1__2__ N/A__
7.	Prepares monthly bills for publication as required by law.	1__2__ N/A__
8.	Posts and balances all receipts for monies received at Central office on behalf of the district.	1__2__ N/A__
9.	Keeps an accurate accounting of the fund balances and investments.	1__2__ N/A__
10.	Maintains payroll personnel files and information.	1__2__ N/A__
11.	Receives, computes and verifies all payroll vouchers, time sheets, and contracts, making proper payroll payments and deductions as required.	1__2__ N/A__
12.	Monitors and maintains accurate personnel records for sick leave, personal leave, vacation, bereavement leave, medical insurance, disability insurance, etc.	1__2__ N/A__
13.	Prepares necessary reports and payments to cover payroll and all payroll deductions; maintains accurate records covering all payroll reports.	1__2__ N/A__
14.	Prepare, balance and send out all income tax forms and reports.	1__2__ N/A__
15.	Operates the computers and other office machines in a competent manner.	1__2__ N/A__
16.	Provides for total confidentiality concerning all business and school related personnel matters, which you are privileged to because of the nature of this specific job, until such time as release has been authorized by the respective Central Office administrator.	1__2__ N/A__
<b>Comments:</b> _____ _____ _____ _____		

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood, that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bookkeeper-Data Processing/Payroll Clerk

\_\_\_\_\_  
Signature of Supervisor