

BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for maintaining and operating a set of general books of account, including subsidiary ledgers. Financial records may be kept manually or through the use of software packages. An incumbent of this position performs financial record keeping of average difficulty, as distinguished from a Senior Bookkeeper who performs financial record keeping of a more complex, difficult nature. Technical or difficult problems are referred to the supervisor for assistance. Supervision is not a responsibility of this position; however, incumbents may oversee the work of subordinate clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and operates a complete and systematic set of general books of account, including subsidiary ledgers in accordance with a prescribed system of accounts;

Classifies a wide variety of receipts and expenditures and distributes items according to a prescribed code;

Transposes from journal or other sources to general ledger;

Makes routine entries of cash transactions in journal and ledger from vouchers, cash receipts, and other sources;

Takes trial balances and prepares summary statements of ledgers balances;

Assists in the preparation of budgets and in maintaining controls on budget accounts;

Analyzes accounting and statistical information and compiles data for reports;

Reviews and checks a wide variety of account keeping records and reports;

Reconciles bank statements with cash books;

Prepares bills, purchase orders, and payrolls;

Prepares routine correspondence;

Performs a wide variety of clerical work;

May function in a lead capacity over other clerical staff, providing guidance and overseeing work;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices used in single and double-entry bookkeeping; some knowledge of accounting theory and methods; thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of office terminology, equipment, practices and procedures; ability to make arithmetic computations rapidly and accurately; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; clerical aptitude; mental alertness; good judgment; a high degree of accuracy; neatness; integrity; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of financial record keeping experience which must have involved using automated financial management systems such as MUNIS, MAS200, or AMS to use and maintain double-entry accounting systems.

SUBSTITUTION: Satisfactory completion of 30 college credits* including a minimum of six credits in Accounting may be substituted for the one (1) year of experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Cities of Rye & Peekskill,
Special Districts
School Districts
J. C.: Competitive
DRC3
1g

Job Class Code: 0703
S703