

BOOKKEEPER TO THE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Keeps books of account for a Town Supervisor; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for keeping difficult financial records of town receipts and expenditures, and the preparation of various financial statements and reports for the Town Supervisor. Work requires the exercise of judgment in the performance of varied bookkeeping tasks. Supervision may be exercised over one or more clerical assistants.

EXAMPLES OF WORK: (Illustrative Only)

Posts receipts and disbursements for all town accounts;

Prepares monthly financial statements, reports and trial balances;

Maintains daily cashbook, monthly ledger, etc.;

Pays state, county, district and school taxes;

Makes deposits and reconciles balances for town accounts;

Keeps records of town debts, bonds, coupons due, etc.;

Prepares or supervises the preparation of town payrolls;

Prepares itemized statements of estimated revenues and expenditures for next fiscal year;

Prepares tentative town budget;

Computes tax rates;

Extends taxes on assessment roll;

Answers inquiries and does related clerical work.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern double entry bookkeeping methods, terminology, and practices; good knowledge of office procedures and equipment; ability to operate calculating machines; ability to carry out complex oral and written instructions; initiative; resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course or possession of a high school equivalency diploma and three years of financial record keeping experience, one year of which involved keeping a double entry set of books; or (b) two years of post high school education in financial record keeping, or towards a Bachelor's Degree in Accounting, Finance or Business Administration, and one year of experience involving the keeping of a double entry set of books; or (c) a satisfactory equivalent combination of the foregoing training and experience.