

SENIOR BOOKKEEPER

GENERAL STATEMENT OF DUTIES: Maintains and operates a set of general books of account, including subsidiary ledgers (either manually or by utilization of automated systems); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for financial record keeping of a difficult, complex nature. Work involves full responsibility for books of receipts and expenditures on an account or set of accounts depending on the complexity of the jurisdiction's financial transactions. Supervision may be exercised over the work of a small number of clerical personnel assigned to the financial record-keeping unit.

EXAMPLES OF WORK: (Illustrative only)

Maintains and operates a complete and systematic set of general books, including subsidiary ledgers;

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

Prepares vouchers of receipts and disbursements for entry in ledgers;

Posts entries and proves balances on various ledgers;

Takes trial balances and prepares summary statements of ledger balances;

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

Prepares and analyzes a variety of complex financial and statistical reports;

Reconciles bank statements with cashbooks;

Computes payments, charges and/or prepares statements thereof;

May supervise the work of subordinate clerical staff;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of principles and practices used in single and double-entry bookkeeping; good knowledge of office terminology, equipment and procedures; some knowledge of accounting theory and methods; ability to manipulate an alpha-numeric keyboard where utilization of automated systems is required; ability to make arithmetic computations rapidly and accurately; ability to operate calculating machines; ability to carry out complex written and oral directions; ability to plan and organize the work of others; ability to work effectively with others; clerical aptitude; mental alertness; a high degree of accuracy; good judgement; integrity; tact; 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 either (a) three (3) years of financial record keeping experience which shall have involved keeping a double entry set of books; or (b) two (2) years of post high school education in financial record keeping or towards a Bachelor's Degree in accounting, finance or business administration and one (1) year of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

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, Special
Districts, Cities of Rye &
Peekskill, School Districts
J. C.: Competitive
1c

Job Class Code: 0702 (Municipalities)
S702 (School Districts)