

BOOKKEEPER

Code No.: 4-03-001
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical position responsible for maintaining fiscal and accounting records, which many include working with electronic spreadsheets, for an agency, department or other governmental unit. Employees report directly to and work under the general supervision of a department head or other senior level staff member with leeway allowed for the exercise of independent judgment in maintaining financial records, books and accounts. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Maintains ledgers, subsidiary journals, and control records dealing with specific functions of an agency involving receipts, costs, purchases, appropriations, revenues and State charges;

Verifies claims for payment and distributes to proper appropriation codes;

Posts entries in journals, balancing books periodically;

Makes arithmetical computations of bills, fees, and other charges;

Maintains files, card registers, and lists;

Compiles fiscal data and assists in preparing reports for financial, statistical and budget purposes;

Processes vouchers for payment, entering necessary data;

Sets up budget book, entering allotments, maintaining balance and transferring funds;

Maintains active ledger account sheets, posting data and correlating with division or department records;

Prepares invoices and maintains accounts receivable records;

Assists auditors in review of agency financial records by answering questions, explaining entries and retrieving supporting documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, methods and procedures of single and double entry bookkeeping; good knowledge of office terminology, procedures and equipment; good knowledge of electronic spreadsheets; ability to post ledgers, journals and control records; ability to prepare financial and statistical reports for budget purposes; ability to set up and balance books; ability to assist in preparing payrolls; mathematical ability; skill in making mathematical computations; clerical skills; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting; OR,
- (B) Two (2) years of paid full-time or its part-time/volunteer equivalent experience in bookkeeping, accounting, or financial record keeping involving posting and balancing of books, journals, or accounts; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

REVISED: February 19, 1987

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