

Jurisdictional Class: Competitive
Adopted: June 30, 1986
Revised: April 26, 2010

BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of technical accounting work while maintaining a set of general books in accordance with acceptable accounting procedures. The work is performed under general supervision with leeway allowed for independent judgment in carrying out the details of the work in accordance with established policies and procedures. Supervision may be exercised over the work of clerical subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains general and subsidiary journals and ledgers;
Checks, audits, and allocates appropriate vouchers;
Prepares cash reconciliations;
Takes trial balances;
Adjusts and closes books;
Checks general accounts for proper encumbrance and accuracy;
Maintains community development and other grant program accounts;
Documents capital expenditure accounts;
Abstracts statistical and financial information from general accounts;
Prepares financial statements, makes special studies of financial and accounting problems as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of single and double entry bookkeeping;
Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business arithmetic;
Ability to maintain accounting records and reports;
Ability to get along well with others;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Four (4) years of experience in general bookkeeping or account clerical work; one (1) year of which must have involved the maintenance of financial records; or
- (b) Three (3) years of experience in governmental account-keeping which involved the maintenance of financial records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.