

BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is an important position in the account keeping field involving responsibility for a set of general books of account and for the opening, maintaining and closing of subsidiary books. The work is performed under general supervision according to prescribed policies and procedures allowing for the exercise of independent judgement in planning and carrying out the details of the work. Difficult problems may be referred to the State Comptroller's Office or the Association of Towns for assistance. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains and operates a complete set of general books including subsidiary ledgers;
Classifies expenditures and distributes items to proper accounts;
Makes adjustments in accounts;
Takes trial balances; closes and balances books;
Sets up appropriate accounts;
Receives checks and cash, and issues receipts;
Oversees the creation and entry of purchase orders in accordance with procurement policy;
Types checks and numbers vouchers; processes checks for authorized payments;
Makes bank deposits, reconciles bank statements;
Directs the investment of Town funds with the bank;
Prepares financial data for periodic reports, including data for the Annual Financial Report;
May compile payroll data, prepare and check payroll;
Manages Town health insurance plans with the aid of a health insurance broker;
Operates calculating, computing or other office machines;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices used in single and double entry bookkeeping; good knowledge of modern methods of keeping financial records and accounts; good knowledge of office terminology, procedures and equipment; good knowledge of Business Arithmetic and English; ability to operate common office software programs including word processing, spreadsheet, and email; ability to understand and carry out oral and written instructions; ability to write legibly; clerical aptitude; good judgment; neatness; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting AND two (2) years of accounting, financial auditing, or full charge bookkeeping experience, which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports* and studies.
- B. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of accounting, financial auditing, or full charge bookkeeping experience, which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports* and studies.

*Financial reporting is defined by the preparation of reports such as: estimated income; profit/loss statements; bank reconciliation; income determination; asset and-equity valuation; financial statement analysis; or computing and filing tax forms such as withholding tax, quarterly deposit tax, estimated income tax or business tax.