

BOOKKEEPER TO SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is important bookkeeping or semi-technical accounting work involving responsibility for independently maintaining set of general books in accordance with the general infrequent instructions. The work also calls for the frequent exercise of independent judgment in the allocation of charges and in other account keeping functions where the procedure is not clearly defined. Supervision is exercised by the supervisor, who makes assignments and explains, in some detail, the procedure to be followed in unusual cases. Supervision may be exercised over assistants.

TYPICAL WORK ACTIVITIES:

1. Maintains journal and ledger records of the township;
2. Audits vouchers prior to payment;
3. Makes summary statement of balance, receipts and payments;
4. Balances accounts with town's records;
5. Reviews claims and issues checks authorized by town board;
6. Takes trial balances;
7. Prepares employees' payrolls;
8. Prepares annual reports;
9. Assists in the preparation of tentative budget estimates;
10. Performs a wide variety of account keeping and general clerical activities.
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods, practices and terminology used in financial and statistical clerical work; working knowledge of modern accounting theory and practices; knowledge of single and double entry bookkeeping practices; thorough knowledge of record keeping practices, office terminology, procedures and equipment; ability to follow complex oral and written directions and to prepare correspondence, reports and other material; integrity; good accounting judgment; good address; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

- EITHER: (A) Three years of experience in clerical work of which one year shall have involved the keeping or reviewing of financial records in a responsible capacity, preferably in the field of governmental accounting, and graduation from a standard senior high school including or supplemented by commercial courses;
- OR: (B) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

BS0302

REVISED: 01/09/96