



DUTCHESS CIVIL DIVISION CLASS SPECIFICATION

BOOKEEPER TO SUPERVISOR

DATE ADOPTED: 1/9/1996

LAST REVISION: 9/29/2026

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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 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, AND ABILITIES:

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.

RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in clerical work of which one year shall have involved the keeping or reviewing of financial records in a responsible capacity.

NOTE: College education may be substituted for work experience on a year-for-year basis (30 credits equals one year).

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: See Appendix A, Town Service, [Rules for the Classified Service of Dutchess County](#)

REVISION HISTORY: 9/29/2026