

BOOKKEEPER (RRA)

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the performance of general bookkeeping duties and the preparation and maintenance of the underlying journals and supporting schedules. Work is carried out in accordance with established accounting procedures and will require some independent judgement. Work is performed under the general supervision of the Controller with leeway allowed in carrying out work assignments.

TYPICAL WORK ACTIVITIES:

1. Verify expenditures and code and prepares accounts payable vouchers with checks;
2. Reconciles accounts payable sub-ledger and prepares distribution and accrual entries;
3. Posts accounting journals daily, closes monthly books, completes recurring journal entries and accruals, and reconciles journals;
4. Runs monthly general ledger (GL), entering journal entries into GPS and runs trial balance;
5. Reconciles subsidiary sub-ledgers and supporting schedules to G/L and ties in bank and trust reconciliations to G/L;
6. Maintains and reconciles all GL supporting and budget schedules;
7. Reconciles daily cash balances and prepares P/R returns and monthly accrual;
8. Prepares GPS and Lotus weekly backup and various Lotus reports and schedules;
9. Maintains grant sub-ledger, prepares monthly grant report and reconciles to G/L and state reports;
10. Maintains detailed subsidiary records and prepares monthly expense and budget analysis for Materials Recovery Facility;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of double entry bookkeeping and accrual basis accounting; knowledge of automated accounting systems; knowledge of Lotus and PC; ability to maintain neat and legible records; knowledge in analyzing G/L accounts; ability to work independently on projects; patience, integrity, accuracy, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma PLUS:

- EITHER: (A) Completion of two (2) years of college or business school with a major in accounting or bookkeeping and two years of bookkeeping experience;
- OR: (B) Four (4) years of experience in accountkeeping or bookkeeping;
- OR: (C) An equivalent combination of (A) and (B) above.

CL6403

ADOPTED: 05/11/93