

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: BOOKKEEPER

BASIC FUNCTION:

Perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

DISTINGUISHING CHARACTERISTICS:

Bookkeeper incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Bookkeeper classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel. Bookkeeper incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, food services or other assigned accounting support area; coordinate assigned area with other accounting functions.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents.
- Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports.
- Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Input financial and statistical information into an automated accounting system.
- Operate a variety of office equipment including typewriter, calculator, copier and computer terminal.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Data processing applications to accounting functions.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.

ABILITY TO:

- Apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records.
- Maintain financial records, review and verify data and prepare accurate reports.
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform statistical typing accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in maintaining automated financial and statistical records.