



JOB DESCRIPTION

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	Bookkeeper II	POSITION CODE	74
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	43-3031
PAY GRADE LEVEL	G 9	PROVISIONAL PERIOD	3 Months
FLSA STATUS	Non-Exempt	ASSIGNMENT CATEGORY	Full-Time
DIVISION/DEPARTMENT	Budget & Finance	LOCATION	Corporate

SUMMARY:

Keeps records of financial transactions for the Agency. Using calculator and computer performs general or routine accounting functions, such as verifying, allocating and posting business transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following.

- Maintains subsidiary accounting records, such as accounts receivable and payable, prepaid and accrued accounts, and payroll records; prepares simple statements and reports in connection with these records.
- Verifies, allocates, and posts details of business transactions to subsidiary accounts on computer files from documents, ie., invoices, receipts, check stubs, and computer printouts.
- Prepares routine financial schedules, analyses and reports, such as expense schedules, accounts receivable and payable schedules and miscellaneous schedules. Prepares transcripts and analyses of various receivable, payable and expense accounts; and prepares simple payroll and other reports.
- Reconciles and balances accounts. Compiles reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable and other items required.
- Prepares routine entries to record transactions in accounts, records charges to various expense accounts, accounts receivable and payable, property accounts and other asset and liability accounts.
- Reconciles records of bank transactions.
- Performs miscellaneous clerical and accounting functions as necessary, such as preparing and checking statements and invoices, checking expense reports and vouchers and reconciling various simple accounts.
- Prepares payroll using time sheets and records to assemble data concerning employee hours of work, deductions from pay and pay rates.



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the computation of hourly rates, salaried and consultant pay, the preparation of payroll checks. And the balancing of payroll totals to accounting controls.
- Prepares and files required state and federal payroll reports to appropriate parties; prepares reports of payroll deductions for participation in credit union plan, and other authorized deductions; and prepares check requests to effect payment.
- Conducts special studies and analyses as requested.
- Receives and processes wage garnishments served on the employee; prepares check requests to effect payment; and answers inquiries from supervisory personnel regarding employee pay matters.
- Perform general office duties such as filing, answering telephones and handling routine correspondence.
- May conduct inventory of all property
- Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively present information and respond to questions from groups of managers, clients and the general public.

EDUCATION AND/OR EXPERIENCE:

Associates degree and at least two (2) years experience in bookkeeping; or High school diploma and six years of experience. Working knowledge of basic accounting practices and procedures required.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.



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CERTIFICATES, LICENSES, REGISTRATIONS:

None

OTHER SKILLS and ABILITIES:

Operate 10-key calculators, typewriters and copy machines to perform calculations and produce documents.

Possess strong organizational, time management and follow through skills; attention to detail and excellent customer service skills.

Ability to use computer applications including accounting software, Microsoft Excel and Microsoft Word; and ability to comply with federal, state and ALPI policies, procedures and regulations.

Must have own means of transportation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

APPROVED BY: (Name/Title)	Deloris Johnson, Chief Executive Officer
DATE APPROVED:	7/1/2017
DATE REVIEWED/REVISED:	7/1/2017

CONFIRMATION OF RECEIPT:

Signature _____

Date _____