



# BOOKKEEPER

## JOB DESCRIPTION & Statement of Qualifications

### SUMMARY

Assist in maintaining computerized city accounting records. Process City payroll and fringe benefits, accounts payable and accounts receivables. Assist with tax distribution and collections and cemetery deed procedures. Assist with Treasurer duties. Assist with Clerk/Cashier duties. Cross trains with other City Hall administrative staff.

### SUPERVISION RECEIVED

The work is performed under the direct supervision of the City Treasurer. On-going duties are performed with considerable independence according to established procedures and policies. The work is checked through accounting controls and the review of reports, as well as annual financial audits. Overall supervision of all city staff is performed by the City Manager.

### RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Assist in maintaining city computerized accounting records.
  - a. Run Trial Balances and post general ledger journal entries.
  - b. Reconcile bank statements and prepare reports of bank balances.
  - c. Maintain records of receipts and expenditures for various city budget accounts and prepare related reports for auditors.
  - d. Assist in coordinating the computerized accounting functions.
  - e. Run monthly reports for commission and department heads.
2. Process city payrolls.
  - a. Assemble time records for regular and special payrolls
  - b. Process payrolls for regular, temporary and part-time employees and assign labor costs to proper accounts.
  - c. Maintain year-to-date records. Prepare annual employee earnings reports for income tax purposes and annual benefits statements for employees.



- d. Disburse payroll withholdings and post payroll costs to proper accounts and cost centers.
  - e. Handle all state and federal reports including Section 125, Federal and FICA deposits related to payroll.
  - f. Handle all personnel and leave records and reports including vacation/sick/personal/comp time, employee pension plans, employee health and life insurance benefits, worker's compensation and unemployment benefits.
  - g. Maintain personnel records under the direction of the City Clerk.
3. Administer accounts payable and accounts receivable.
    - a. Maintain files related to city purchases.
    - b. Prepare vouchers and check requests for payment on goods and services received by the city. Assist in processing transfer of funds within bank accounts.
    - c. Prepare listings of payables and release checks upon approval by City Commission.
    - d. Prepare end of year 1099's and related governmental reports.
    - e. Answer questions of vendors.
    - f. Process accounts receivable billings and past due notices. Keep detailed records of current and delinquent collections. Certify delinquent receivables to taxroll on an annual basis.
  4. Assist with tax distribution and collection
    - a. Handle tax inquiries explaining tax computation and practices.
    - b. Process tax payments to county computer and balance records and assist in distributing monies to proper accounts.
    - c. Type forms, notices and records as needed.
  5. Assist in the collecting and accounting of monies received by the city.
    - a. Receive monies paid to the city. Assign payment to the proper bank account and deposit.
    - b. Account for daily receipts by bank account and prepare daily reports.
    - c. Maintain daily bank balance records for each fund.
    - d. Advise city treasurer of cash balances.
    - e. Assist in the investment of funds.
  6. Perform clerk/cashier duties as needed.
  7. Assist City Clerk with cemetery deed recordings.
  8. Maintain inventory of supplies and forms needed in this position.
  9. Perform related work as required, along with any other duties assigned.
  10. Maintain a current job description manual and transition handbook.



### REQUIRED QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience upon hiring:

Considerable knowledge of the principles and practices of accounting and bookkeeping practices to assure accurate and efficient maintenance of city accounting records and payments.

Skill in establishing and maintaining effective working relationships with fellow employees and the general public.

Skill in operating a business computer and calculator to process complex financial data and prepare related reports.

High school diploma or equivalent required, or higher.

Experience includes two years of bookkeeping or accounting experience, preferably in computerized systems.

Most importantly—a positive attitude, and the ability to work with others as a team player.

### DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

The following knowledge, training and experience, or its equivalent, is preferred, but not required, at time of hiring. Any of the qualities listed below that are not present at the time of hiring must be obtained within the first year of employment, with the employer responsible for providing training opportunities, where needed:

Knowledge of the regulations and policies governing city accounting operations and disbursements to accurately conduct assigned functions.

Knowledge of payroll process.

Skill in providing accounting assistance to supplement the work of the City Treasurer, through utilization of accounting principles specific to municipal accounting (training on municipal accounting principles will be provided by the employer—some travel, with expenses paid by employer, may be required to receive said training).

Associates degree in finance or accounting, or its equivalent, preferred.

03/02/2021