

MUNICIPAL BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently maintaining fiscal and accounting records for a municipality. The work is carried out in accordance with established procedures and involves account keeping functions of varying complexity such as maintaining records, preparing payrolls, and performing accounts payable functions. Work is performed under the general supervision of a higher level employee or municipal official with leeway allowed in setting work priorities and carrying out work. Supervision may be exercised over the work of one or more subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as, other related activities not described.

Maintains ledgers, subsidiary journals, and control records dealing with specific functions of a municipality involving receipts, costs, purchases, appropriations, revenues and charges;

Verifies claims for payment, distributes to proper appropriation codes, and prepares payments;

Posts entries in journals, balancing books periodically;

Makes arithmetical computations of bills, fees, and other charges;

Maintains files, card registers, and lists;

Compiles fiscal data and assists in preparing reports for financial, statistical and budget purposes;

Prepares payrolls and maintains personnel records;

Processes vouchers for payment, entering necessary data;

Sets up budget book, entering allotments, maintaining balance and transferring fund;

Operates computing, calculating, check writing and other office machines;

Processes remittances received by mail or in person;

Issues receipts for monies received;

Answers telephone calls and gives information on various matters;

Performs a variety of related clerical and account keeping tasks;

Verifies payroll data prior to data entry;

Keys in payroll data on CRT.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods and procedures of single and double entry bookkeeping; good knowledge of office terminology, procedures and equipment; working knowledge of the procedures of payroll preparation; ability to post ledgers, journals, and control records; ability to prepare financial and statistical reports for budgetary purposes; ability to set up and balance books; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting and one year of work experience in bookkeeping, accounting, or financial record keeping which involved posting to and balancing books, journals, or accounts; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience as described in A above; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: College level study with a concentration in accounting or a substantially similar field may be substituted for the work experience listed above on a year for year basis.

ULSTER COUNTY
4400 MUN BOOKPR
Classification: Competitive
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Adopted: July 17, 1990