

SENIOR BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for advanced level financial record keeping of a difficult, complex nature. Work involves full responsibility for maintaining and operating a set of general books of account or set of accounts, including subsidiary ledgers, using automated systems. Supervision may be exercised over the work of a small number of clerical personnel assigned to the financial record-keeping unit. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and operates a complete and systematic set of general books, including subsidiary ledgers, in accordance with a prescribed system of accounts;

Classifies a wide variety of receipts and expenditures and distributes items according to a prescribed code;

Compiles and analyzes a variety of complex accounting and statistical information to prepare financial and statistical reports;

Prepares vouchers of receipts and disbursements for entry in ledgers;

Posts entries and proves balances on various ledgers;

Takes trial balances and prepares summary statements of ledger balances;

Reviews and checks a wide variety of complex account keeping records and reports;

Prepares budgets and maintains controls on budget accounts;

Reconciles bank statements with cash books;

Computes payments and charges and prepares statements thereof;

May supervise the work of subordinate clerical staff;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of principles and practices used in single and double-entry bookkeeping; good knowledge of office terminology, equipment and procedures; some knowledge of accounting theory and methods; ability to use computerized software applications; ability to make arithmetic computations rapidly and accurately; ability to operate calculating machines; ability to carry out complex written and oral directions; ability to plan and organize the work of others; ability to work effectively with others; ability

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd):

to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; clerical aptitude; mental alertness; a high degree of accuracy; good judgement; integrity; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of financial record keeping experience which must have involved using automated financial management systems such as MUNIS, MAS200, or AMS to use and maintain double-entry accounting systems.

SUBSTITUTION: Satisfactory completion of 60 college credits* towards a Bachelor's Degree* in Accounting, Finance or Business Administration, including a minimum of six credits in Accounting may be substituted for up to two (2) years of the experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special
Districts, Cities of Rye &
Peekskill, School Districts
J. C.: Competitive
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Job Class Code: 0702 (Municipalities)
S702 (School Districts)