



CIVIL DIVISION  
CLASS SPECIFICATION

**Bookkeeper**

DATE ADOPTED: 10/02/1978

LAST REVISION: 01/04/2023

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is semi-technical accounting work responsible for independently maintaining a set of general books in accordance with general infrequent instructions. The work also calls for the frequent exercise of independent judgement in the allocation of charges and in other account keeping functions where the procedure is not clearly defined. The work is performed under the general supervision of the Town Supervisor, Comptroller, Superintendent of Schools or another administrative employee of higher rank. Direct supervision may be exercised over clerical staff such as Account Clerks.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Maintains journal and ledger records of the agency or municipality;
2. Audits vouchers prior to payment;
3. Makes summary statements of balances, receipts and payments;
4. Balances accounts with treasurer's records;
5. Reviews claims and issues checks authorized by the appointing authority;
6. Trial balances;
7. Prepares employee payrolls;
8. Prepares annual reports;
9. Assists in the preparation of tentative budget estimates;
10. Performs a wide variety of account keeping and general clerical activities;
11. Supervises the operation and input of the department's accounting system.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of methods, practices, and terminology used in financial and statistical clerical work;

Thorough knowledge of record keeping practices, office terminology, procedures and equipment;

Working knowledge of modern accounting theory and practices;

Working knowledge of single and double entry bookkeeping practices;

Working knowledge of the current principles, practices, methods, and capabilities of high speed electronic data processing;

Ability to follow complex oral and written directions;

Ability to prepare financial reports;

Ability to prepare simple statistical reports;

Ability to communicate effectively with others, both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.



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**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Associates degree or completion of sixty (60) college credits which included four courses in account keeping and/or bookkeeping and one (1) year of experience in clerical work which primarily involved the keeping or reviewing of financial records in a responsible capacity;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in clerical work which primarily involved the keeping or reviewing of financial records in a responsible capacity;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTE:** Your degree or college credit 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.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Competitive**

**REVISION HISTORY: 07/01/91, 07/27/95, 01/04/23**