

NORTEX REGIONAL PLANNING COMMISSION
CLASSIFICATION JOB DESCRIPTIONS

NRPC Salary Group: B5 (\$29,439.00 annual)
NRPC Job Class Number: 1012
FLSA Classification: Clerical - Non-Exempt
Immediate Supervisor: Director of Finance

BOOKKEEPER

GENERAL DESCRIPTION

Performs complex bookkeeping and clerical work in accounting and fiscal record keeping. Work may involve specializing in one phase of work such as reviewing accounting documents and reports. May proofread or check the work of other accounting clerical staff and perform lead work. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Prepares and post complex and/or difficult accounting transactions to journals or ledgers.
- Prepares and enters payroll through a manual or automated system.
- Prepares or assists in preparing trial balances and other financial statements.
- Prepares purchases and/or travel vouchers.
- Supervises or performs annual inventory of capital assets.
- Reviews ledgers for correctness by crosschecking entries made from vouchers.
- Performs data entry into automated accounting systems.
- Executes accounting data programs on a microcomputer.
- May perform bank reconciliation and researches discrepancies.
- May act as a receptionist or telephone switchboard operator when not performing other duties.
- May assist in training other accounting staff.
- May supervise or act as a lead worker to other accounting staff.
- Maintains basic fiscal records.
- Performs related work as assigned.

OTHER JOB FUNCTIONS

- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds of computer papers and retrieve records and/or supplies from storage room.
- May be required to read, write, and communicate in English.
- May be required to travel.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in bookkeeping or accounting clerical work. Graduation from a standard senior high school or equivalent supplemented by courses in bookkeeping and typing is generally preferred. Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of bookkeeping theories and practices, general accounting procedures, and standard office procedures.
- Skill in the use of a calculator, personal computer, and related office equipment.
- Ability to review work for accuracy; to accurately perform numerical detail work; to make arithmetical computations; and to prepare financial and accounting records.

****THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL". THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.***

Revised 10/1/2012