

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** BOOKKEEPER

**TITLE#:** 1095

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high-level position responsible for maintaining double-entry financial data in accordance with accepted account keeping practices. The work is performed under general supervision according to prescribed policies and procedures. Difficult or unusual problems are referred to supervisor for assistance. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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

Classifies a variety of receipts and expenditures and distributes items to proper accounts;

Makes adjustments in accounts;

Takes trial balances, closes and balances books;

Sets up appropriate accounts;

Receives checks and cash and issues receipts;

Prepares and processes checks for authorized payment;

Makes bank deposits and reconciles bank statements;

Prepares financial data for periodic reports;

Prepares bills, purchase orders or payrolls;

Operates calculating, computing or other office machines including computer applications such as spreadsheets, word processing or other automated systems.

Performs a variety of clerical work including preparation of routine correspondence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices used in single and double entry bookkeeping; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make accurate computations; ability to write legibly; clerical aptitude; good judgment; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in Accounting, Bookkeeping, or closely related field;  
or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in classifying and recording financial data using double-entry accounting procedures.

**NOTE:** When assigned to the Village of Kiryas Joel, proficiency in the Yiddish language will be evaluated during the probation period.

**JURISDICTIONAL CLASSIFICATION:** Competitive; Non-Competitive when part time among Towns and Villages.

Revised: 11/22/2021 AT