

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

CLASS TITLE: Bookkeeper to the Supervisor

TITLE #: 1096

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for maintaining double-entry financial data in accordance with accepted account keeping practices. The work is performed under the general supervision of the Town Supervisor, in accordance with prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and operates a complete set of general books including subsidiary ledgers;

Classifies expenditures and distribute items to proper accounts;

Sets up appropriate accounts;

Makes adjustments in accounts;

Takes trial balances, closes and balances books;

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 computers and 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 write legibly; clerical aptitude; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: 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: Completion of a two-year college or business school courses in bookkeeping, accounting, or account-keeping may be accepted as equivalent to the two years of required specialized experience.

04/09/09