

BOOKKEEPER

Non Exempt

General Definition of Work

Performs intermediate skilled administrative support work maintaining financial records and reports, preparing regular and requested reports, overseeing the timekeeper, providing administrative support, and related work as apparent or assigned. Work is performed under the moderate supervision of the Chief Finance Officer.

Salary

Pay Grade 66

Reports to

Chief Finance Officer

Essential Functions

- Manages the timekeeper exceptions; reviews sign in and sign out logs.
- Manages the hospitalization account deposits and checks.
- Prepares and enters invoices; updates customer lists and transactions; prepares journal entries for distribution.
- Composes reports and records for review.
- Analyzes the FLEX banking account.
- Verifies employment information.
- Manages facility use spreadsheets and documents custodial time; processes checks for deposit.
- Prepares purchase orders and prepaid vouchers for accounts payable.
- Prepares letters and correspondence; updates vital forms; manages reservations and registrations.
- Orders finance supplies; reviews materials for auditors; conducts applicant testing.
- Performs related work as required.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.
- Work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.