



BOOKKEEPER

FUNCTIONAL DEFINITION:

This is advanced clerical-accounting work involving the application of bookkeeping principles and practices. Such work requires the recording, reviewing, processing and controlling financial data and records. These tasks involve the examination of financial records and documents for propriety, quality, validity and conformance with established accounting systems. Work is performed within a framework of prescribed procedures and regulations.

Under the supervision of an administrative superior, the incumbent's duties will include posting and/or preparing prescribed financial statements and reports. Additionally, supervision of a small clerical staff may be required. The work may also require the use of standard office equipment and the performance of related clerical tasks.

EXAMPLES OF WORK PERFORMED, KNOWLEDGE AND ABILITIES:

- Reviews and posts (or supervises posting) of accounting data to ledgers, journals, registers and books
- Prepares periodic financial reports
- Makes routine account adjustments
- Validates and processes claims for payment
- Coordinates patient and third party billing procedures
- Receives remittances and issues receipts
- Assists in reconciliation of bank accounts
- Audits and maintains payroll system including posting changes and reviewing for completeness, system input/output
- Analyzes forms, records, correspondence, audit and investigative reports to determine completeness, validity and compliance with prescribed rules and regulations
- Assists with tax statement preparation
- Thorough knowledge of bookkeeping principles and practices
- Knowledge of accounting principles and methods
- Knowledge of office practices and equipment
- Ability to perform detailed work involving written or numerical data and to make calculations rapidly and accurately
- Ability to prepare financial reports and statements
- Ability to plan, assign, review and supervise small staff engaged in bookkeeping or clerical accounting operations
- Ability to apply and adapt established methods to financial transactions

REQUIRED MINIMUM QUALIFICATIONS:

Three years experience in the maintenance of fiscal records, including one year responsible work involving the application of accounting or fiscal principles and practices and graduation from high school; OR, (1) year of experience in maintaining and reviewing fiscal records and an Associate degree in accounting or business administration; OR, any equivalent combination of experience and training which provides the required knowledge, skill and abilities.