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Job ID S427 Sr Bookkeeper Pay Class / Freq . . . S / B Job Group. . . . CLER Clerical Pay Grade/Step . . . C05 FLSA Exempt Y/N . . . N Benefit Group. . NCSE NON CIVIL SERVICE EMPLOYEES Union Code . . . Evaluation Method. . . CL EEO Job Cat. . . 006 Office and Clerical Evaluation Date. . . 03/02/98 Evaluation Points. . . 322 Workers Comp . . 8810 / Clerical Office

General Summary

Coordinates and participates in the work of employees engaged in verifying and recording details of various financial transactions. Coordinates and assists in processing payment to vendors. Machines and equipment used are a computer, standard office equipment, and a microfilm reader.

Performs job duties in a way that promotes a positive image of the City organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

Principal Duties

It is an essential function of this classification to report to work at the assigned time ready to work the regularly scheduled hours. The following is intended to be descriptive of the principal duties of a class of positions. A specific position may:

- 1. Coordinate and participate in verifying and recording details of financial transactions involving accounts payable, accounts receivable, etc..
- Review computer reports of transactions and balance reports.
 Assist in determining work procedures and expedite workflow.
- 4. Coordinate mail distribution of checks to vendors and interoffice distribution of checks to department.
- 5. Train new employees and employees in other departments in various aspects of computer software related to financial and accounting systems. Review system documentation and attend training as necessary to develop understanding of system capabilities and procedures.
- Handle more difficult customer relation problems and relations with vendors regarding payments.
- Supervise the work of other clerical employees.
- 8. Perform related duties as required.

Supervisory Relationships

Work requires directing, assigning work, and evaluating performance of employees.

Control of Actions

Work requires knowledge necessary to understand a broad range of office

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Control of Actions

procedures of moderate difficulty. Work follows defined instructions and/or established work routines. May involve freedom in selection of work methods among approved routines, setting of priorities, aor sequencing of tasks within established schedules.

Contact with Others

Incumbent receives work direction from supervisor. The position has daily contact with citizens and other city employees to give and receive information relative to departmental functions.

Working Conditions

Incumbent works in an office environment.

Education

Completion of a high school diploma or the equivalent.

Experience

Three years of bookeeping, accounts payable, or closely related experience: or any combination of relevant education and experience which provides the following knowledge. abilities, and skills:

Knowledge of

- Computer systems as they apply to financial transactions.
 Bookkeeping principles and practices.
- 3. Office procedures involving review, verification, and processing of documents related to accounts payable, accounts receivable, and bookkeeping.

Ability/Skill to:

1. Provide technical training to other employees.

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Ability/Skill to:

Make work assignments and expedite workflow.
 Handle a variety of customer relations problems.
 Communcate effectively with others.

Physical Requirements

Maintain the ability to:

1. frequently rotate upper trunk to the left or right while standing or sitting:

place arms above, at, or below shoulder height;
 use hands and fingers in order to process invoices and reports.
 frequently lift and carry up to 10 pounds.

Date Written/Revised

7/31/96 12/22/97

Occup Employment Code

Occup Cat

43-3031

Bookkeeping/Acct Clerks