

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

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..
2. Review computer reports of transactions and balance reports.
3. 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.
6. Handle more difficult customer relation problems and relations with vendors regarding payments.
7. 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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Ability/Skill to:

- 2. Make work assignments and expedite workflow.
- 3. Handle a variety of customer relations problems.
- 4. Communicate effectively with others.

Physical Requirements

Maintain the ability to:

- 1. frequently rotate upper trunk to the left or right while standing or sitting;
- 2. place arms above, at, or below shoulder height;
- 3. use hands and fingers in order to process invoices and reports.
- 4. 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