

Civil Division: Town of New Hartford
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 03/25/15

BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for various financial tasks and activities within the Town Supervisor's Office. This is responsible financial and clerical work involving the performance of various financial and clerical tasks, including independent judgment with regards to procedures and methods for routine financial and clerical duties. Detailed clerical operations are not reviewed, while actions regarding policy questions are checked by Finance Director and/or Supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepare abstracts of audited vouchers for all Town Funds;
Prepare monthly bank reconciliations for all Town bank accounts;
Track accounts payable and issue disbursing checks;
Perform general ledger accounting and reporting functions;
Perform a wide variety of related clerical tasks;
Assist Finance Director with preparing reports for Town Board;
Assist Finance Director with annual budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of dual entry bookkeeping practices, procedures and reporting; thorough knowledge of accounting, financial and office terminology and procedures, including computers; good judgment in the solution of complex bookkeeping and clerical problems; ability to communicate well with others; ability to secure the cooperation of others; initiative; integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting **AND** three (3) years of full-time experience in dual entry accounting, which shall have involved using Microsoft Office, Excel, Word and general ledger accounting software; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience in dual entry accounting, which shall have involved using Microsoft Office, Excel, Word and general ledger accounting software.

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