

**TITLE OF CLASS: BOOKKEEPER****DESCRIPTION OF WORK**

**General Statement of Duties: Performs skilled bookkeeping, payroll, utility billing and record-keeping work for the City.**

**Supervision Received: Works under the general and technical supervision of the City Finance Director.**

**SUPERVISION EXERCISED: None**

**TYPICAL DUTIES PERFORMED**

**The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.**

**Performs all water/sewer/refuse billing functions including but not limited to: monthly billing, past due notices, final billing, meter maintenance scheduling.**

**Performs accounts payable functions including, but not limited to: assisting with general ledger accounting coding, data entry, running of checks, reports for Council approval, 1099's.**

**Reviews and initials monthly bank account reconciliations.**

**Assists with daily cash receipts.**

**Performs bi-weekly payroll duties including, but not limited to: reviewing time sheets for accuracy and in accordance with City employee policies and union contracts, enters data necessary to generate payroll amounts and uploads file to bank for direct deposit to employee bank accounts.**

**Assists with quarterly and year end reports and W-2's.**

**Maintains up-to-date listing of all vendors and request and maintains W-9's as required by the Internal Revenue Service.**

**Maintains record of all City purchase orders and prepares vouchers for approval and payment.**

**Updates utility billing payments daily to the UB module and maintains those**

**journals.**

**Maintains, updates and creates Xcel spreadsheets as needed.**

**Assists with maintaining and updating employee records relative to pay, benefits and deductions.**

**Assists with maintaining vacation and sick leave schedule for all employees.**

**All other duties as assigned.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of municipal accounting methods.**

**Knowledge of billing practices and records maintenance.**

**Thorough knowledge of accounting/bookkeeping policies, standards, practices and procedures.**

**Knowledge of utility billing procedures.**

**Considerable skill in the operation of computer and computer software packages applicable to finance including, but not limited to, Caselle, Excel and Word.**

**Considerable ability to perform mathematical calculations and maintain accurate records.**

### **MINIMUM QUALIFICATIONS**

**2 years in government utility billing**

**2 years experience in municipal government**

**2 years experience in general bookkeeping and record keeping practices**

**Personnel/Jobdescription/bookkeeper 2012**

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