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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Job Description - Bookkeeper

**POLICY NUMBER:** 2916

### 2916.1 General Job Description

Under the direction of the Business Manager and with a minimum of supervision:

- (a) processes payroll, including auditing payroll reports and reconciling construction-in-progress labor records to payroll;
- (b) processes daily field work order cards;
- (c) audits inventory records;
- (d) provides customer service backup for Clerks;
- (e) prepares reports as requested by division managers and the General Manager;
- (f) prepares interdivision billings and quarterly billings;
- (g) provides assistance and backup for Business Manager regarding fund transfers and general ledger maintenance.

### 2916.2 Prerequisite Qualifications

2916.2.1 Associate degree in accounting or business, or the equivalency thereof.

2916.2.2 Knowledge of accounting principles.

2916.2.3 Ability to accurately type at a minimum speed of 40 words per minute.

2916.2.4 Ability to proficiently use, or quickly learn the latest edition of Microsoft Word.

2916.2.5 Ability to proficiently use, or quickly learn the latest edition of Microsoft Excel.

2916.3 Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

2916.4 Hourly Compensation Range:

2916.5 Essential Job Duties:

2916.5.1 Task: Operates computer, adding machine, FAX machine, cash register, postage machine, mail opening machine, stapler, copy machine, hole punch, document binding machine.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2916.5.2** Task: Audits and corrects time sheets and prepares payroll.

Physical Demand: Sitting; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2916.5.3** Task: Processes invoices for payment and produces warrant register and related accounts payable reports.

Physical Demand: sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

**2916.5.4** Task: Prepares or audits quarterly IRS payroll reports and W-2 statements.

Physical Demand: sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

**2916.5.5** Task: Prepares quarterly billing statements.

Physical Demand: sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

**2916.5.6** Task: Inputs journal entries to general ledger for Water and Power Divisions.

Physical Demand: sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

**2916.5.7** Task: Processes purchase requests and orders for Water Division.

Physical Demand: sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

**2916.6** Marginal Job Duties:

**2916.6.1** Task: Filing, typing checks and other reporting forms.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2916.6.2** Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

**2916.6.3** Task: Mail pickup and delivery, and general courier services.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2916.7** Environmental Demands:

**2916.7.1** Outside: Seldom, if ever, works outside in a variety of weather conditions ranging from snow to +100° F.

**2916.7.2** Inside: Almost always works indoors in temperature-controlled environment.

**2916.7.3** Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

**2916.7.4** Noise/Vibration: None.

**2916.8** Mental Requirements:

**2916.8.1** Reading: Reads letters, reports, memos, messages, complex financial documents, operating manuals for office equipment.

**2916.8.2** Writing: Writes reports, letters, memos, and messages; fills out forms and documents.

**2916.8.3** Math: Ability to perform complex math and accounting calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and statistics to practical situations.

**2916.8.4** Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

**2916.8.5** Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

**2916.8.6** Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

**2916.8.7** Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

**2916.8.8** Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.