

MAJOR FUNCTION

This is advanced clerical and specialized accounting work in compiling, maintaining, and verifying diverse statistical, fiscal, and bookkeeping records and accounts. Employees are expected to exercise independent judgment in solving most problems that arise within their assigned work. Work is reviewed through general observation, review, and verification of documentation by an immediate superior.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Maintains ledger files. May originate accounts receivable statements. Maintains receipt books. Makes deposits to appropriate accounts. Verifies invoices and receipts and, where cost accounting is involved, breaks down charges to individual accounts of projects. Operates, when necessary, all standard types of office machines, including posting machines. Enters information and transactions in computer. Correlates invoices, purchase orders, and vouchers for payment. Codes invoices. Assists in compiling payroll. Examines financial records for accuracy and completeness according to prescribed standards. Posts journal entries to general ledger. Maintains, processes, and balances daily cash receipts. Assists in validating. Maintains work order files. Prepares statistical statements and various financial reports. Performs related work as required.

Other Important Duties

May maintain purchase ledger. May maintain inventory, equipment, property, and various other accounting and control records. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of bookkeeping and accounting principles and procedures, standard office practices, methods, and procedures. Ability to properly apply bookkeeping and accounting principles, both in actual work and in review of same. Ability to operate standard office machines, including posting machines and personal computer and associated programs and applications necessary for successful job performance. Skills in mathematical computations and in working with numerical data.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of experience that includes bookkeeping or clerical accounting, or an equivalent combination of training and experience.

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