Full Charge Bookkeeper

Job Description:

Under supervision, the full charge bookkeeper is responsible for maintaining the financial records of a public office by accurately recording the day to day financial transactions of the office. The essential functions include: maintaining a general ledger, reconcile and balance accounts, prepare checks, complete deposit slips, assist with audits, inputting data related forms, memos, reports, and other correspondence, providing clerical support to departmental staff, analyzing and interpreting computer reports in order to respond to employer and members of the public, maintaining files and records, providing accurate and complete documentation of accounts and performing related duties as required. Must have working knowledge of Access Software, Peachtree Software and Excel Software.

Supervision Exercised:

This job has no supervisory responsibilities.

Essential Duties and Responsibilities:

Includes the following:

1. Check and verify source documents such as court orders, receipts, computer printouts.
2. Allocate and post financial transaction details to additional financial record books.
3. Transfer data to general ledger.
4. Reconcile and balance all accounts.
5. Prepare financial statements (trial balance, income statement, balance sheet).
6. Collate and analyze account data and generate financial reports.
7. Maintain internal control systems.
8. Manage accounts payable and accounts receivable.
9. Comply with relevant reporting requirements.
10. Calculate and prepare tax payments.
11. Assist with audits.
12. Maintain complete filing system to support financial records.
13. Other duties may be assigned.

Job Related and Essential Qualifications:

1. Planning and organizing.
2. Attention to detail.
3. Information collection and monitoring.
4. Problem analysis.
5. Problem solving.
6. Communication skills.
7. Confidentiality.
8. Integrity.

Education and/or Experience:

1. A minimum of a Bachelor's Degree is required or ten years' experience as a bookkeeper. Bookkeeping certification is preferred.
2. Knowledge of generally accepted accounting principles and procedures.
3. Knowledge of relevant legislation and regulatory requirements.
4. Working knowledge of relevant computer applications.
5. Knowledge of data management and financial data analysis.
6. Ability to use Access, Peachtree and Excel Software.
7. Word processing and ability to type 35 words per minute without errors.

Special Requirements:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively, orally, and in writing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.