

DEPARTMENT: ALL APPLICABLE  
CLASSIFICATION: COMPETITIVE  
APPROVED: 12/17/90

BOOKKEEPER

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult bookkeeping work involving responsibility for maintaining a set of general books and records of cash receipts and disbursements. Work is performed under general supervision under normal circumstances. Performs difficult and responsible work in maintaining a set of general books, which requires use of office Accounting equipment which may included typing related to this work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Maintains operates, opens and closes a set of general books;
2. Records journal entries in the general ledger and balances monthly or periodically, as required;
3. Takes trial balances and prepares summary statements;
4. Prepares or reviews monthly reports from information taken from journals and ledgers;
5. Operates adding, calculating, and other office machines including but not limited to word processors and desk in-put equipment;
6. Compiles data and prepares special reports;
7. Performs various difficult clerical and account-keeping tasks;
8. May be required to do incidental typing related to this work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of principles and practices used in single and double entry bookkeeping; thorough knowledge of methods used in keeping and checking financial accounts and records; working knowledge of office terminology, procedures and equipment; ability to compile complex data and to prepare oral and written directions; initiative; tact; courtesy; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:** Six (6) months of permanent competitive status in an accounting position and the open qualifications below:

**OPEN QUALIFICATIONS:** Graduation from senior high school or possession of a New York State equivalency diploma:

- AND:**
1. One (1) year of accounting experience of which 50% or more involved single or double entry bookkeeping or related accounting in this field and required use of typing\* skills;
- OR:**
2. Sixty (60) full credit hours from a regionally accredited or New York State registered college or university leading to an Associate's Degree in Accounting or towards a Bachelor's Degree Business Administration.

\*This requirement may be waived if the skill is not needed and the Civil Service Commission is so notified before the examination is announced.