



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Bookkeeper
DEPARTMENT/DIVISION:	Finance Department/Treasury Division
PAY GRADE/HOURS:	Grade M41A
UNION:	Local 670, RI Council 94, AFSCME, AFL-CIO

POSITION SUMMARY: Under general direction, the Bookkeeper is responsible for coordinating and reconciling the work of clerical employees in all activities of the Treasury Division. May perform duties of the City Treasurer in his/her absence, and does related work as required.

DUTIES & RESPONSIBILITIES:

- Posts revenues and prepares the deposits for the bank.
- Prepares bi-weekly payroll for Treasury Division.
- Responsible for petty cash.
- Prepares miscellaneous deposits from various departments. Post all miscellaneous deposits to general accounting software.
- Processes retail lockbox batch received electronically or on data media in regard to payments for taxes, sewer and water.
- Processes credit card payments.
- Processes federal and state wires as needed.
- Provides backup to collections.
- Performs other duties as required.

QUALIFICATIONS: A high school diploma or a GED equivalent, is required. Must have three (3) years of experience in responsible bookkeeping or accounting work. Knowledge of charter provisions, laws, ordinance, and general municipal policies related to the collection of, and accounting for, municipal tax and assessments. Background in the usage of computerized revenue systems is required.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: Thorough knowledge of bookkeeping methods and procedures. Ability to exercise independent judgment, accuracy and thoroughness.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.