

## MUNICIPAL BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the maintenance of the town's financial records. Work is performed under the general supervision of the Town Supervisor, permitting considerable leeway for the exercise of independent judgment. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains a complete set of general books in accordance with a standard system of municipal accounts;  
Classifies receipts and disbursements, posts, closes, prepares trial balances and annual closings;  
Prepares financial statements and fiscal reports;  
Prepares bank deposits and reconciles and balances such accounts;  
Prepares payrolls, payroll tax reports and maintains insurance records;  
May meet with Town Board to discuss Town's financial reports; etc.;  
May supervise the maintenance of the Town's personnel records;  
May assist in making budget and warrant analyses;  
May assist in maintaining bond and interest bearing accounts;  
Performs such other related work as may be assigned by the Town Supervisor;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of accounting theory, principles, systems and techniques particularly as they relate to municipal accounting/bookkeeping; good knowledge of office terminology, procedures and equipment; good knowledge of basic office management; ability to maintain comprehensive accounting/bookkeeping records and to prepare financial statements and reports; ability to carry out complex oral and written instructions; ability to exercise sound judgment and perform with a high degree of accuracy.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma, preferably supplemented by courses in bookkeeping, municipal and/or government accounting and four (4) years of bookkeeping experience, two (2) years of which shall have involved the maintaining and reconciling of accounting records; or
- b) Six (6) years of bookkeeping experience of which two (2) years shall have involved the maintaining and reconciling of accounting records; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.