**Bookkeeper**

**Position Purpose**  
Under the direct supervision of the Comptroller or designated supervisor, computes, classifies, and records numerical data to keep financial records complete; performs any combination of calculating, posting, and verifying transactions; obtains primary financial data for use in maintaining accurate accounting records; checks the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

**Essential Job Functions**

Performs a variety of financial transactions specific to the accounting unit assigned (accounts receivable, payroll, accounts payable, accounting) which may include:

* Prepare and send invoices to customers/clients for various services provided by CREC; processes payments received by crediting invoices and/or program funds.
* Process purchase orders, and ensures that appropriate authorizations are received, proper payments are made and proper entries are made into the online financial accounting system.
* Record employee timesheets; monitor online system; prepares bi-weekly payroll.
* Reconcile and report discrepancies found in records.
* Comply with federal, state, and company policies, procedures, and regulations.
* Operate calculators, typewriters, copy machines, scanners, and printers to perform calculations and produce documents.
* Perform general office duties, such as filing, answering telephones, and handling routine correspondence.
* Access computerized financial information to answer general questions as well as those related to specific accounts; monitor program budget expenditures and prepare various financial reports for internal as well as external needs.

**Additional Duties**

Prepare the end of the year documentation for the annual audit.

**Note:**The above description is illustrative of tasks and responsibilities.  It is not meant to be all inclusive of every task or responsibility.

**Equipment**  
Uses standard office equipment such as personal computers, typewriter, copier, and printers.

**Travel Requirements**

Travel between schools, or between schools and central offices, may be required for certain positions.

**Knowledge, Skills and Abilities**

* Knowledge of principles and processes for providing customer and personal services.
* Knowledge of business and management principles.
* Strong mathematical skills.
* Effective communication skills.
* Excellent time management skills.
* Ability to function independently with minimal supervision.
* Ability to communicate information and ideas so others will understand.
* Ability to carry out instructions furnished in written or verbal form.
* Ability to understand, apply and use personal computers and software applications including Microsoft Office products.
* Ability to solve problems related to job issues.
* Ability to work with a diverse group of individuals.
* Ability to process paperwork accurately, according to standardized procedures.
* Ability to maintain confidentiality.

**Physical and Mental Demands, Work Hazards:**

* Works in a standard office environment.

**Qualifications Profile:**

* Requires high school education and two years of bookkeeping experience or equivalent combination of education and experience.
* Must be knowledgeable in computer software applications, in particular Microsoft Excel or related spreadsheet programs. Experience with automated accounting software preferred.
* Requires accuracy, attention to detail and excellent interpersonal skills.

**FLSA Status: Non-Exempt**

**Date: 2/15/2018**