

JOB DESCRIPTION
Administration Bookkeeper

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| 1. Little Dixie C.A.A | 2. Program: Administration |
| 3. Reports To: Accounting Supervisor | 4. Title: Bookkeeper |
| 5. Grade: 8 | 6. Date: May 2018 |
| 7. Approved By: Rebecca Reynolds | 8. Status: Non-Exempt |

JOB SUMMARY:

The Bookkeeper, under immediate to general supervision, performs moderately complex tasks and related work of the accounting department of the agency.

DUTIES AND RESPONSIBILITIES:

1. Enter employee information from personnel forms prepared by programs and Human Resource staff, process payrolls. Prepare payroll tax reports and other payroll-based reports and submit as required.
2. Check documents for appropriateness of entries, presence of required source documents, etc., which requires knowledge of the work process involved in the maintenance of accounts before input for accounts payable. Enter vendor information and process accounts payable. Prepare accounts payable/vendor tax reports and submit as required.
3. Perform moderately complex accounting tasks such as bank reconciliations; sales tax reports; and retirement submissions, reports and reconciliations.
4. Perform moderately complex posting of accounts under direction of Accounting Supervisor.
5. Perform routine research and reconciliation involving a variety of documents and accounts that may require cross reference between programs.
6. Respond to inquiries and research and resolve problems related to transactions handled by the accounting department.
7. Responsible for agency inventory list and tracking.
8. Prepare monthly financial reports under direction of Accounting Supervisor. Assist the Fiscal Officer, Executive Director and other staff as needed.
9. Perform such other duties as may be assigned.

SUPERVISORY RELATIONSHIP:

The Bookkeeper reports directly to the Accounting Supervisor and supervises no other employees.

QUALIFICATIONS:

1. A degree in accounting or business administration with specific qualifications in accounting or at least three years of experience in which accounting procedures have been practiced.
2. General knowledge of clerical accounting methods and procedures; of accounting terminology; of business math; of office methods and procedures.
3. Ability to use the ten-key method for calculators, type accurately, have a working knowledge of spreadsheet and word processing software, and experience in using some type of account software.
4. Ability to understand and follow oral and written instructions; to become familiar with rules and regulations that govern administration of grants and contracts to exercise some independent judgment; to apply accounting principles to transactions; to establish and maintain effective communication and working relationships with others.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program and must be able to exchange accurate information in these situations.
5. Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print.
6. Ability to understand, remember, and apply oral and/or written instructions and other information.
7. Make appropriate job decisions following standard office policies and past precedents.
8. Think through the consequences of a decision prior to making it.
9. Ability to make decisions which have moderate impact on the immediate work unit and monitor impact outside immediate work unit.
10. Ability to complete routine forms, use existing form letters and/or conduct routine oral communication.
11. Ability to add, subtract, multiply, divide and to record, balance, and test results for accuracy.
12. Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)