

# CITY OF COLUMBIANA

## JOB DESCRIPTION

**Job Title:** Bookkeeper

Department: Administration

Reports to: City Clerk / Treasurer

Starting Pay: \$10-\$13 Hourly / 40 Hours per Week - DOE

Holidays: 11 Paid Holidays per year

Insurance: Local Government Employee Health Insurance

For a more comprehensive list of employee benefits, visit: [www.cityofcolumbiana.com](http://www.cityofcolumbiana.com) and go to the Human Resources section under City Clerk.

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. Applicant must be a team player with a friendly demeanor and helpful attitude.

### **Job Summary**

Under the direction of the City Clerk, the employee receives invoices, enters invoice data into computer, schedules payment for invoices and prepares checks for printing. Receive funds from other city departments and credits to appropriate accounts. Balances cash drawer and reconciles accounts. Performs general clerical duties such as answering phones, greeting the public, typing and filing; assists business license customers as needed and directed by the Revenue Officer; and bills irregular accounts and posts payments to general fund.

### **Accounts Payable/Receivable**

- Receives invoices through mail and ensures that invoices and receipts match.
- Codes invoices with general ledger codes including account numbers and department charge information.
- Schedules invoices for payment according to due dates.
- Keys invoices into computer and prepares checks to be printed.
- Prepares manual checks as needed and files appropriately.
- Prints checks and mails checks after council approval of accounts payable.
- Receipts all funds received by the City, verifying funds and maintaining proper supporting documentation, and deposits in appropriate accounts.
- Balances cash drawer daily; deposits funds in appropriate accounts.
- Performs bookkeeping activities for general fund and numerous special revenue funds.
- Reconciles bank statements against register and computer records monthly for all accounts.
- Assists auditors with annual audit.

### **General Clerical**

- Answers phones, forwards call, and takes messages as appropriate.
- Compiles specials reports as requested by the City Clerk.
- Greets public and directs them to appropriate office as needed.
- Performs general clerical tasks as required such as typing, filing and photocopying.
- Open City Hall for business Monday – Friday promptly at 8:00AM.

Assists the Court Clerk/Magistrate with receipting of payment for fines.

- Other assigned duties as needed.

### **Knowledge, Skills, Abilities**

- Ability to effectively communicate with supervisor, co-workers, and the general public in person and over the phone.
- General knowledge of bookkeeping practices.
- Knowledge of general office procedures.
- Writing skills to compose reports and write letters.
- Math skills to reconcile bank statements and for other related accounting duties.
- Reading skills to comprehend invoices, letters and documents.
- Ability to work with the public.
- Skills to operate office equipment to include computers, adding machine, facsimile, and copier.
- Thorough working knowledge of spreadsheet software.
- Ability to be discreet and confidential.
- Ability to work well and accurately with minimal supervision.
- Availability to be a notary public.

### **Education and Experience**

- Possess at least two years of either technical school or college education in the area of bookkeeping and accounting and preferably at least three years' experience as a bookkeeper; however, any combination of education and experience which provides the qualifications listed above will be considered.
- Preference will be given to applicants with general ledger experience and governmental accounting experience.
- Ability to become bonded.
- Possession of a valid Alabama driver's license and ability to drive a vehicle, if necessary.

### **Work Environment**

The work environment involves everyday risks or discomfort normally associated with general office work and the use of safety practices to insure a safe work environment. The work is typically sedentary. However, there is some walking, bending, standing, carrying of light items (books, files, etc.) and applicant should be able to meet the physical demands necessary to perform the work. A positive and friendly attitude is paramount.