

## **BOOKKEEPER II – FINANCE OFFICE**

### **NATURE OF WORK**

This is responsible or difficult independent bookkeeping work in maintaining the accounting records of the Town.

The employee will be responsible for maintaining accounting controls within Finance Office operating sections and for the preparation of required reports relating to those areas of responsibility. Work requires the exercise of moderate independent judgment and the use of acquired skills in the performance of assigned accounting functions.

Supervision is received from and this position reports to the Town's Director of Finance/Administration.

### **ILLUSTRATIVE TASKS**

Performs all of the work required of a Bookkeeper I.

Receives reports from Finance Office system entities.

Confers with the Director of Finance/Administration on matters of policy.

Maintains special accounts; special records; is capable of exercising a **high degree of confidentiality**.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Good knowledge of the principles of bookkeeping and ability to apply same to working situations.

Considerable knowledge of the Town's administrative and fiscal policies.

Ability to express self clearly and concisely both orally and in writing.

Ability to aggregate data from multiple sources into working reports/statements of some complexity.

Ability to use financially oriented office machines, type and work easily in a data processing environment.

### **DESIRABLE EXPERIENCE AND TRAINING**

Graduation from High School. College degree preferred. Some formal training in Accounting. Considerable knowledge in Bookkeeping/Accounting, or an equivalent combination of experience and training.