

CITY OF ROMULUS
Job Description

JOB TITLE: BOOKKEEPER

EXEMPT: No
SALARY LEVEL: \$15.7598 – \$22.0267 (eff. 7/1/2021)
DEPARTMENT: Finance
BENEFITS: Fully benefitted position
DATE: 6/23/2021

JOB CODE:
DIVISION: Teamsters
LOCATION: City Hall

SUMMARY:

Under the direct supervision of the Director of Financial Services and/or Assistant Finance Director, performs the same tasks as Bookkeeper/Billing Clerk. Additional duties and responsibilities are as follows: Knowledge of and can perform all functions in the areas of accounts payable, payroll, water/sewer, accounts receivable billing and general ledger, independently without supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assigns account numbers, files invoices by vendor and categorizes invoices into appropriate billing cycles and fiscal year. Matches invoices with appropriate purchase orders, verifies required department head or designee signature, and makes appropriate cost code assignment.
2. Maintains a working knowledge of the chart of accounts and assists department heads and City personnel with informational requests such as invoice cost coding and budgetary questions concerning overruns or other discrepancies
3. Prepares accounting records in the areas of payroll, accounts payable/receivable, water & sewer, general ledger and fixed assets.
4. Determines appropriate person or office to which bills for service should be sent and makes appropriate billing.
5. Prepares vouchers for payment of payrolls, recording vouchers issued to insure budgetary compliance.

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6. Regularly prepares a list of bills for payment. After receiving departmental authorization, issues payments, maintaining records by recording transactions, balancing accounts and budgetary compliance.
7. Knowledge of computer software including accounting, spreadsheet and database programs
8. General knowledge of generally accepted accounting principles, theories, methods, practices and terminology
9. Work with department users and various Department Heads to service special requests, auditor reports, council reports, departmental reports, fiscal year and calendar year end reporting requirements.
10. Ability to collect, organize, and analyze accounting data while paying close attention to detail.
11. Assists in the maintenance of the City's General Ledger, gathering data from receipts, regularly posting compiled information, and balancing ledger.
12. Answers inquiries and various correspondences from the public requiring knowledge unique to the accounts in the area of assignment.
13. Serves as back up in other crucial areas as assigned by Department Head.
14. Position may be required to fill in and/or assist other Finance Department positions as determined by the City.
15. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

SUPERVISORY RESPONSIBILITIES:

Directly supervises zero employees in the Finance Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge,

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Romulus Policies and Procedures Manual
Americans with Disabilities Act
Equal Employment Opportunity Act

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skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or its equivalent with college level courses in bookkeeping, accounting, computer operations or a related field.

Experience: A minimum of three years of experience in basic and/or advanced levels of bookkeeping or general accounting, preferably fund accounting.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as basic algebra, such as fractions, ratios or percentages and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Strong computer skills required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit. The employee is

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occasionally required to walk and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

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