

**SAMPLE
Bookkeeper Job Description**

Job Title: Bookkeeper
Department:
Reports To:
FLSA Status: TBD
Prepared Date:

Summary:

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Keeps records of financial transactions for establishment by performing the following duties:

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervises and coordinates activities of workers engaged in clerical or administrative support activities.

Verifies completeness and accuracy of subordinates' work, computations, and records to ensure that all priorities and deadlines are met.

Verifies, allocates, and posts details of all rents and escrow deposits and maintains all business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.

Arrange for debt repayment or establish repayment schedules, by generating all late and three (3) day notices to delinquent tenants.

Reconciles and balances accounts and vendor accounts and invoices.

Prepare itemized statements, bills, or invoices; and record amounts due for items purchased or services rendered.

Ensure that all commissions are paid in a timely manner.

Maintain records of property owner disbursement via ACH and checks.

Generate and disperse all monthly and annual reports and 1099's to property owners.

Answer telephones, direct calls and take messages.

Compile, copy, sort, and file records of office activities, business transactions, and other activities. Keep records of materials filed or removed, using logbooks or computers.

Add new material to file records, and create new records as necessary.

Perform general office duties such as typing, operating office machines, and sorting mail.

This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

Supervisory Responsibilities

Manages one subordinate in the _____ Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Spreadsheet software and Word Processing software.

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, this position is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 10 pounds.

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.

Work Hours

Usual work hours are Monday – Friday, 8:00 a.m. to 5:00 p.m., with one hour off for lunch. Overtime work may be required from time to time.