



CAREERSOURCE CITRUS LEVY MARION

JOB DESCRIPTION

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| Job Title: Bookkeeper | FLSA: Non-exempt |
| Department: Finance | Date Reviewed: 2/4/2019 |
| Primary Location: Marion County | Grade: 106 |
| Reports To: Director of Finance | |

General Description

Paraprofessional account keeping work, assisting in the maintenance of accounting, billing, and financial records.

Essential Job Functions

- Types routine correspondence as well as statistical reports for the vice president of finance.
- Prepares and reviews cash draw down vouchers and verifies all records are accurate.
- Resolves discrepancies as required.
- Prepares journal entries. Enters journal entries into the system.
- Assists in the preparation for state and federal audits.
- Processes expenses for payment.
- Verifies that documentation such as purchase orders, vouchers, receiving documents, invoices, etc. have the appropriate approvals and other necessary data.
- Assists other CareerSource Citrus Levy Marion employees in procurement activities. Obtains quotes from vendors as necessary.
- Keeps current on workforce related regulations.
- Assists with State monitoring efforts as needed.
- Maintains compliance with all personnel policies and procedures.
- Performs other job functions as required.

These essential functions are not a complete statement of all duties required. Some marginal functions of the position that are not incidental to the performance of fundamental job duties may be excluded. All duties, responsibilities, and requirements are essential to the job.

Minimum Education and Experience

Associate's degree from a two year college or technical school with major coursework in accounting, business, or related field. Two (2) years of additional related experience, preferably in government fund accounting, or an equivalent combination of education, experience, or demonstrated competence.

Knowledge, Abilities, and Skills

- Skill in the use of computers, calculators, and spreadsheet software.
- Effective communication skills both orally and in writing.
- Ability to maintain confidentiality.
- General knowledge of generally accepted accounting principles and practices.

To perform this job successfully the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently.

Physical Requirements

- Acceptable vision and hearing with or without correction

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.

Work Environment

- Works primarily in an office environment.

Special Requirements

- Valid Florida Driver's License with a clean driving record
- Subject to drug screening
- Subject to records check
- Must be able to work retail hours

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date