

**TITLE:** HEAD BOOKKEEPER V

**QUALIFICATIONS:**

1. Knowledge of methods, practices and terminology used in general and governmental accounting
2. Knowledge of modern office practices and procedures and operation of common office equipment including typewriter, calculator and computer terminal
3. Ability to make accurate mathematical computations and prepare accurate financial statements
4. Ability to work effectively with staff and public
5. Ability to follow oral and written directions; ability to use independent judgment
6. Ability to supervise work of others
7. Must pass required tests

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To contribute to effectiveness of department by assuming responsibility for bookkeeping duties of major departmental program

**PERFORMANCE RESPONSIBILITIES:**

1. Performs difficult, specialized and complex bookkeeping work related to function to which assigned, i.e., purchasing, payroll, accounts payable, food service, etc.
2. Gathers, assembles, tabulates, checks and files financial and statistical data
3. Posts, checks, balances and adjusts various ledgers and accounts
4. Prepares invoices, lists, warrants, registers, payroll documents, bids, purchase orders, etc. as appropriate; checks documents for accuracy in coding, calculating and completeness
5. May receive money and prepare deposits
6. Keeps departmental records, maintains files and prepares various financial records, reports and statements
7. Provides statistical typing and other clerical assistance as needed
8. Provides information to staff and public
9. Supervises work of other employees assigned to unit
10. Serves as primary resource for information regarding assigned area of responsibility
11. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 26

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable