

HEBER PUBLIC UTILITY DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: January 15, 2015

FROM: Laura Fischer, General Manager

SUBJECT: Approve the Bookkeeper Job Description.

ISSUE: Shall the Heber Public Utility District Board approve the Bookkeeper job description?

GENERAL MANAGER RECOMMENDATION:

Approve the Bookkeeper job description.

FISCAL IMPACT:

None.

BACKGROUND:

The Bookkeeper position is a previously established and filled position. The position did not have a specific job description and shared the job description with the Senior Account Clerk.

DISCUSSION:

As the duties assigned to the Bookkeeper are different than those of the Senior Account Clerk, it is necessary to establish a job description for the Bookkeeper position.

CONCLUSION:

Staff recommends approval of the Bookkeeper job description as presented.

ALTERNATIVES:

Do not approve the Bookkeeper job description. Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,
General Manager

Attachments: Bookkeeper Job Description

HEBER PUBLIC UTILITY DISTRICT

January 15, 2015

Bookkeeper Job Description

DEFINITION

Under general supervision of the Finance Manager, to perform a variety of general clerical and reception work in support of the organization; to perform responsible clerical work in connection with keeping or reviewing financial records.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a variety of bookkeeping duties including posting of prepared data, payroll records, printing checks and providing necessary documentation to the Finance Manager and auditor as needed.

Maintains current and accurate financial records by balancing cash and daily receipts; accepts and posts customers payments into computer; balances accounts payable invoices and prepares invoices for payment; prints checks and posts payments into computer finance software.

Compile information and data for agendas, reports; check and tabulate data.

Provide the General Manager and Finance Manager all financial information needed for his/her reports.

Type, proofread and word process a variety of documents including general correspondence, agendas, reports, newsletters, minutes and memoranda.

Assist in the development of forms, worksheets, and record keeping systems.

Monitor special projects, assignments, and activities for assigned unit, program, or department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operate modern office machines and equipment including word processors, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Assist in ordering supplies.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles and practices of financial record keeping including bookkeeping.

Journal and ledger account systems

Standard office procedures, methods and computer equipment.

English usage, spelling, vocabulary, grammar and punctuation.

Principles and procedures of record keeping.

Basic word processing methods, techniques and programs.

Basic mathematical principles.

Numerical, alphabetical, and subject matter filing systems.

Principles and practices used in dealing with the public.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Learn the procedures and functions of assigned position.

Work under supervision within a well-defined framework of standard policies and procedures.

Perform general clerical work including maintaining appropriate files and compiling information for reports.

Respond to routine questions from the public and District personnel regarding policies and procedures for assigned area.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

HPUD Bookkeeper Job Description

Experience:

Two years of secretary/clerical/accounting experience preferably in a governmental agency.

License or Certificate:

Possession of a valid driver's license.

Certificate in Business Management is highly desirable.

Effective Date:

Approved by the HPUD Board of Directors on January 15, 2015