



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: DISTRICT BOOKKEEPER

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DIVISION: Administration  
REPORTS TO: General Manager

CLASSIFICATION CODE: 3830  
DATE ADOPTED:

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#### **POSITION SUMMARY:**

Under general direction, performs a full-range of clerical and technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions, in one or more of the areas of accounts payable, accounts receivable, payroll, personnel administration, and budget.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Prepares and maintains various ledgers, registers and journals; records a variety of financial transactions according to established account classifications.
2. Prepares documentation and maintains the necessary accounting records to support processed transactions related to areas of assignment.
3. Compiles and organizes data and prepares a variety of statistical and financial reports.
4. Maintains sound accounting practices in accordance with District policies and procedures and assists in the establishment of internal control procedures related to financial record keeping methods.
5. Processes refunds and vendors' invoices for payment, verifies entries, checks amounts and payment account numbers, calculates extensions and discounts, and obtains and confirms authorizations; prepares warrant lists.
6. Performs reconciliation of various records of assigned functions including bank statements, funds, general ledger and subsidiary ledgers, accounts receivables and payables.
7. Capitalizes and reconciles fixed assets; establishes and maintains related records.
8. Controls revenue collection and recording; receipts, balances, and post cash funds; prepares and makes bank deposits.
9. Collects and compiles information and prepares assigned sections of the annual budget.
10. Performs year-end reconciliation and closing of the District's financial records.
11. Prepares for and participates in annual audit of accounting records; assists auditors in the review of financial operations.
12. Works with the District's banking institutions regarding check processing, deposit reconciliation and balance reporting.
13. Coordinates assigned accounting activities with other departments and outside agencies and organizations; responds to questions and concerns; corrects problems; explains processes and systems.
14. Performs other duties as assigned.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are generally performed in work conditions found in a typical indoor office environment, with moderate noise levels. A standard work week and hours are typical.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee is regularly required to: sit at a desk; use manual dexterity to write, operate a computer keyboard and calculator; talk and hear; use close vision. The employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to stoop, bend and perform moderate lifting or moving of objects.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** High school diploma or general education degree (GED); plus the equivalent of two years schooling beyond high school with emphasis in accounting and business administration.

**Experience:** Four years of recent paid experience in a full-time responsible position involving financial or statistical record keeping and accounting, general ledger, accounts payable and receivable, payroll and general budgeting practices.

**OR**

Some combination equivalent to education and experience that would likely provide the required knowledge, skills and abilities.

**KNOWLEDGE, SKILLS, ABILITIES:*****Knowledge of:***

- Basic principals and practices of governmental accounting and financial record keeping in a computerized environment.
- Computer software applications.
- Basic budget preparation procedures.

***Skill to:***

- Type at a speed necessary for successful job performance.
- Operate automated office equipment and use a computer-based accounting system.
- Perform word processing, database, spreadsheet and other specialized functions.
- Post and make mathematical computations rapidly and accurately.

***Ability to:***

- Understand and interpret the principals, laws and procedures involved in the bookkeeping and auditing functions of the District.
- Understand and carry out oral and written instructions independent of close supervision.
- Prepare clear and accurate financial statements and reports and analyze accounting and budgetary data.
- Perform difficult accounting clerical work requiring use of independent judgment and initiative.
- Perform procedures in an organized and accurate manner and in compliance with rules and procedures.
- Establish and maintain effective working relationships with those contracted in the course of work.

**LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.