JOB TITLE: Bookkeeper - Learning Resources Center

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform responsible bookkeeping and clerical accounting functions in the preparation, maintenance, and processing of Learning Resources Center (LRC) financial records and reports; and to perform a variety of responsible clerical assistance functions in support of LRC activities and operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification may train and monitor the work of student assistants or part-time office staff. This job class exercises responsibility for the accurate and timely processing and maintenance of financial transactions, records, and accounts related to LRC operations. This job class functions at journey level of classification and requires independent judgment and decision-making regarding standard bookkeeping and accounting procedures as well as good communication skills in dealing with staff.

SUPERVISOR: Director, Learning Resources Center

TYPICAL DUTIES:

- Maintains LRC fiscal/accounting records
- Maintains accurate records for budget accounts; posts to accounts; balances such accounts; checks and adjusts irregularities
- Reviews printouts for LRC accounts and verifies accuracy of account balances
- Researches problem areas, questions, or areas of concern; tracing payments, credits, and invoices; contacting vendors, suppliers, contracting agencies, and/or consults as necessary to find appropriate answers
- Processes invoices; checks and verifies accuracy of invoices, invoice extensions, requisitions, purchase orders, receiving, and similar documents; matches invoice with appropriate supporting documents
- Establishes and maintains a variety of records and files related to LRC operations, activities, and financial transactions
- Collects, counts, and records cash received from LRC operations
- Researches producer, distributor availability, format, and cost of LRC materials for preview, rental, or purchase
TYPICAL DUTIES (Cont):

- Prepares and processes purchase requisitions for LRC media, accounts, repairs, and services; assigns budgetary codes, records expenditures, and reconciles purchases and expenditures to LRC accounts
- Acts as office receptionist; answers telephone, receives and responds to students, staff, vendors, and the general public; provides information regarding LRC accounting/bookkeeping procedures, services, collections, equipment availability, and policies
- Assists in the preparation of the LRC budget in cooperation with the LRC Director; assists in budget administration activities including maintaining running balances of accounts and providing such information to staff
- Prepares financial reports related to assignment
- Assists in checking-out materials and equipment
- Processes incoming and returning print and non-print media
- Maintains inventory records and assists with annual inventory
- Performs a variety of general clerical office support functions including typing, filing, and maintaining records; assists in entering information and updating computerized database files; receives, opens, date stamps, and distributes incoming mail; may compose routine correspondence, notices, and memos
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Financial record keeping and general bookkeeping principles and procedures
- Modern office methods and procedures
- Library/media circulation practices and terminology

ABILITY TO:

- Learn district rules, regulations, and technical procedures used in the maintenance of LRC accounting records
- Prepare and monitor budgetary records and accounts
- Apply general rules and regulations to specific cases
- Perform arithmetic calculations accurately and rapidly
- Type accurately at a rate required for successful job performance
- Operate office machines and equipment including computer terminal, calculator, and copy machine
- Establish and maintain a variety of records
- Prepare and maintain accurate reports and financial summaries

ABILITY TO (Cont):
- Identify and correct errors in a variety of mathematical computations and financial documents
- Effectively communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

**EXPERIENCE:**

- Two years of responsible experience in accounting or bookkeeping is desirable

**EDUCATION:**

- A.A. Degree in accounting or equivalent preferred. Appropriate experience may be substituted

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