

Position Title:
Supervisor:

Bookkeeper-Human Resources
Business Manager

Purpose: Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Perform activities related to human resources.

Duties:

- Check figures, postings, and documents for correct entry, accuracy, and proper coding.
- Comply with federal, state, and company policies, procedures, and regulations.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Classify, record, and summarize numerical and financial data to compile and keep financial records.
- Access computerized and/or hard copy financial information to answer general questions as well as those related to specific accounts.
- Reconcile or note and report discrepancies found in records.
- Conduct reference or background checks on job applicants.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Develop or implement recruiting strategies to meet current or anticipated staffing needs.
- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions.
- Schedule or conduct new employee orientations.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

Skills:

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Job Description Approved: October 17, 2019