

## **Bookkeeper II – Job Description Summary**

Keeps records of financial transactions for establishment, using calculator and computer. Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts. Summarizes details in separate ledgers or computer files and transfers data to general ledger, using calculator or computer. Reconciles and balances accounts. May compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Other skills and abilities
- Physical demands
- Work environment