

AGENDA

ITEM 2



BOOKKEEPER JOB DESCRIPTION

Definition: Working under the supervision of the Assistant Director of Administration, the full-time Bookkeeper works to ensure all financial transactions are properly executed and documented, as outlined in policies and process developed and approved by the leadership team. Salary is commensurate with experience.

Duties and Responsibilities:

1. Balance and maintain accurate ledgers.
2. Assist in the selection and maintenance of District accounting software as necessary.
3. Manage the internal purchase order process, including reconciliation activities.
4. Prepare and process vendor invoices for payment.
5. Monitor expenses and tally and enter cash receipts.
6. Develop periodic financial statements, including cash flow, profit and loss statements, and balance sheets.
7. Develop periodic financial variance reports as directed.
8. Prepare tax filings as required.
9. Create and/or modify documents such as invoices, reports, letters and financial statements or presentations using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
10. Prepare documents and reports for, District or other meetings as directed.
11. Interact with the organization's Board of Commissioners when and as directed.
12. Support other staff members in assigned project-based work.
13. Reconcile patient billing accounts and associated receipts.
14. Provide direction to third-party medical billing vendors regarding collection efforts as necessary.
15. Identify and address issues (operational or vendor related) that impede billing revenue collection efforts.
16. Maintain availability to report to work during disasters as determined by the Executive Director.
17. Assist contracted emergency services providers with bookkeeping efforts as necessary.
18. Complete other duties as assigned.

Knowledge, Skills and Abilities:

1. Computer Literate – Including proficiency in Microsoft Office (Word, Excel, Power Point and Outlook) and one or more accounting software solutions.
2. Good writing, analytical and problem-solving skills.

3. Knowledge of principles and practices of organization, planning, records management and general administration.
4. Strong knowledge of generally accepted accounting principles.
5. Strong knowledge of, and experience with, activities related to employee payroll processing.
6. Strong knowledge of, and experience with, activities related to maintaining a general ledger.
7. Ability to create and produce financial reports as directed.
8. Ability to communicate effectively.
9. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
10. Ability to follow oral and written instructions.
11. Ability to develop and maintain a working knowledge of emergency services district operations within the State of Texas.

Minimum Qualifications:

1. Bachelor's Degree in Accounting or related field. A combination of education and experience in accounting and/or bookkeeping, performing related job functions, may be substituted for educational requirements.
2. Must possess at least five (5) years of experience in bookkeeping and/or accounting.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and sit for extended periods. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the primary duties of this job, the employee is exposed to a normal office environment.

Brazoria County Emergency Services District No. 3 (BCESD3) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, BCESD3 will provide reasonable accommodations to qualified employees and prospective employees with disabilities. The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to the classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment. BCESD3 reserves the right to modify job descriptions, policies or any other procedural documents at any time, for any reason without prior notice.

Acknowledged: _____

Date: _____