

JOB DESCRIPTION

Job Title:	Bookkeeper 1
Reports To:	Accounting Supervisor
FLSA Status:	Non-Exempt
Salary Grade:	11
Effective Date:	October 2023

Position Overview

Your primary responsibilities include basic bookkeeping and accounting tasks, such as accounts payable and accounts receivable, payroll processing, and assisting in maintaining accurate financial records. It also includes support responsibilities for all tasks in the department, such as capital credits, work orders, and asset management. This entry-level position is ideal for individuals looking to establish a foundation in accounting and gain valuable experience in a supportive environment. The Bookkeeper I position performs individual tasks in accordance with specific instructions, rules and procedures.

Essential Duties and Responsibilities

Accounts Payable

- Review, verify, and process invoices accurately and efficiently in compliance with company policies and procedures.
- Prepare and process payments for approved invoices.
- Maintain organized records of accounts payable transactions and vendor balances.
- Voids AP checks and processes reissues

Payroll

- Helps process biweekly payroll, ensuring accuracy in employee hours, benefits, and deductions.
- Maintain employee records.
- Assist in basic payroll reports and direct deposit processing.
- Submits employee withholdings and deductions timely and accurately.
- Prints checks as needed and ensures direct deposit is timely and accurate.
- Maintains confidentiality of system data and employee information

Capital Credits

- Helps maintain and update capital credit records.
- Assists with capital credit and estate payments.
- Provide basic responses to member inquiries about capital credits with guidance from supervisor.

Accounts Receivable

- Accurately processes miscellaneous invoices and payments.
- Ensures recurring invoices are processed in a timely manner.

Work Orders and Asset Management

- Help review work orders for closure or accounting adjustments.
- Assist with other assigned projects as needed.
- Helps maintain records of company assets.
- Supports updates to asset inventory.
- Helps monitor and retire outdated assets.
- Helps with periodic asset audits.

Accounting

- Helps maintain accurate and complete accounting records.
- Assists with reconciling general ledger accounts and preparing journal entries.
- With guidance, assist in month-end and year-end closing activities, including account reconciliations and financial reporting.
- Accurately input financial data into the accounting system and review own work for errors or discrepancies.
- Assist the Accounting team with ad hoc projects and tasks as required.

Other Duties and Responsibilities

- Maintains a basic level understanding of the Company's products and services.
- Actively participates in the performance management process which includes goal setting and identifying opportunities to learn, develop and/or improve skills. Proactively follows through on meeting performance objectives and expectations. Cooperates with others to achieve shared objectives.
- Demonstrates a positive attitude in daily interactions. Encourages positive relationships among the staff and promotes good morale in the workplace.
- Attends meetings, trainings and other events as requested.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Attention to detail, and ability to follow work instructions.
- Able to accurately enter information into the accounting system.
- Associate's degree in accounting or business or equivalent combination of education and experience.
- The ability to follow standard procedures in making a variety of system entries and computations.
- Computer skills using MS Office 365.
- Must have the ability to maintain good working relationships with other employees, outside agencies and vendors.
- Must have time management and organizational skills and the ability to multi-task.
- Possess good communication, teamwork, problem-solving, and interpersonal skills.
- Must demonstrate initiative and attention to detail and possess the ability to maintain a high level of confidentiality and discretion.
- Must be able to work with frequent interruptions.

Preferred Qualifications

- College-level or other post-high school coursework in accounting.
- Experience with specialized accounting or payroll software packages.
- NISC iVUE software experience.

Physical Demands

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 regularly required to sit; use hands to operate a phone and keyboard; reach with hands and arms; and talk and hear. The employee is required to stand, walk, and bend.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The physical effort applied in this job includes:

<input checked="" type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

Lifting and frequency required by the job:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				✓
Between 1 & 5 lbs.	✓			
Between 5 & 25 lbs.	✓			
Between 25 & 60 lbs.	✓			
More than 60 lbs.	✓			

Work Environment

The work environment characteristics 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.

The job is typically performed indoors under comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

Attendance

Regular and reliable attendance is required.

Safety

This position requires the ability to support a safe work environment by performing duties in accordance with acceptable, safe work procedures. This includes but is not limited to: reporting

all incidents and accidents to your supervisor immediately but no later than within 24 hours; maintaining the work area in a safe and healthful condition; reporting, and whenever possible correcting, unsafe working conditions; operating vehicles while in the course of employment in a safe and lawful manner; and providing assistance to reduce or eliminate workplace hazards.

Acknowledgement

I am able to perform all the essential functions of the job, as described in this job description.

Signed	Date
Printed Name	