



JOB TITLE	DEPARTMENT	REPORTS TO
Bookkeeper – Maintenance	Maintenance	Director of Maintenance

Position No: 81097	Length of Work Year: 12 Months
Salary Schedule: C22	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised:

JOB GOAL
To process the payment of invoices and maintain related records.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent with some business and accounting training. 2. T.A.B.E. test or successful completion of one (1) year of college work. 3. General office skills, word processing and data entry proficiency tests. 4. Computational, organizational and interpersonal relationship skills. 5. Ability to perform functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To process and check extensions of invoices. 2. To assist in preparing and posting any budget and budget amendments. 3. To assure that all processed transactions are balanced. 4. To take responsibility for balancing end-of-month and end-of-year reports. 5. To research information pertaining to invoices, etc. for Director of Maintenance and vendors. 6. To perform assigned tasks in a timely and efficient manner. 7. To perform assigned tasks with a high standard of quality. 8. To perform other duties as assigned by the Director of Maintenance.

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.