

POSTION OPENING

Class Title: Bookkeeper

Accountable to: Finance Officer

Wages and Benefits: The wage for the position is \$15.90 per hour. It will be a full time position. Health insurance is provided by the City of Lewistown. Collective bargaining membership required. A probationary period of six months will be required. Willing to consider flexible hours.

Primary Objective of Position: Under general supervision, performs general accounting and bookkeeping duties. Work is of some complexity, involves substantial repetitive processes, requiring interpretive judgment within established standards and procedures.

Essential Job Functions: Requires knowledge in accounting and bookkeeping as they apply to governmental accounting. Ability to use computer, meet the public, hear and speak with clarity, and use various office machines. Written and oral communication is essential. Physical demands are limited involving sitting, stooping, and some lifting up to 25#, considerable up and down movements.

Major Areas of Accountability and Performance: Maintains budgetary accounting, revenue and expenditure records; processes claims; assists in the budget preparation process, maintain fixed asset inventory including machinery, equipment, buildings and land. Prepares, processes and maintains payroll. Prepares state and federal payroll reports including but not limited to retirements and insurance. Maintains general ledger, enters journal vouchers, prepares trail balances and budget to actual reports, assigns BARS account numbers and codes. Prepares or assists preparing accounting reports as necessary. Performs accounting functions in the preparation of and billing of utilities; uploads and downloads meter guns and reviews monthly readings for accuracy. Performs other department duties as may be assigned.

Prepares daily, monthly, quarterly and annual financial records and reports; prepares tabulations and summaries; may work with information which is generally limited and often confidential; collects and receipts funds for the City; position requires substantial contact with the public and fellow employees; work is performed in an office environment.

SUPERVISION-RESPONSIBILITY FOR WORK OF OTHERS: None.

Education, Training, and Experience Requirements: Graduation from high school, additional training or course work in accounting required and business training helpful, PLUS two year's experience in bookkeeping or accounting practices. Computer knowledge and skills required.

Example of Performance Criteria and Expectations: Performs bookkeeping and utility accounting duties as set forth in the BARS accounting system.

In general conduct the accounting and bookkeeping processes for the City; work includes maintaining the general ledger, utility billing, payroll and claims processing.

Establishes and maintains effective working relationships with fellow employees, superiors, and the public.

If interested submit a resume and letter of interest to Nikki Brummond, Finance Director, The City of Lewistown 305 W Watson, Lewistown MT 59457. The position will be opened until filled but preference given to applicants who submit information prior to November 23, 2016 at 5:00 p.m.