



CITY OF FALLS CITY
2307 BARADA STREET, FALLS CITY, NE 68355
402-245-2851

BOOKEEPER
WAGE RANGE:

POSITION SUMMARY:

Under direction of Head Bookkeeper and general supervision of City Administration, this position performs bookkeeping and office support tasks.

RESPONSIBILITIES:

- Collects funds and under generally accepted procedures and department accounting policies, applies routine bookkeeping principles in keeping of accounts.
- Receives payments, monitors delinquent accounts.
- Maintains/updates customer accounts and service deposit records, enters and reviews data via computer.
- Operates all office equipment including typewriter, calculator and computer.
- Answers telephone providing information as requested or routes calls to appropriate authority.
- Operates radio dispatching systems.
- Assists in various purchasing tasks.
- Meets customers at public access counter, responds to inquiries and/or complaints in an appropriate manner; performs related work as required.
- Interacts with the public, other employees, and supervisors in a polite, calm and professional manner.
- As requested, runs errands within the city.
- May be transferred to assist other departments in performing other work.
- Acts to properly obey all orders given by supervisor(s) in charge of the position.

REQUIRED SKILLS AND QUALIFICATIONS:

- Knowledge of modern office methods, practices and equipment.
- Basic principles of accounting, the organization and its functions.
- Skilled in operating typewriter, computer, calculator and all office equipment.
- Ability to receive and implement office instructions, apply the system's policies and procedures to all phases of the job, perform mathematical operations,

communicate effectively with co-workers, trainees, the public and all supervisory personnel.

TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities to perform the required tasks.

WORKING CONDITIONS:

Work performed by this position is performed primarily indoors; thus, no inclement weather is likely to be encountered. Normal work week is 40 hours. Call back to duty may be encountered to meet emergency response or extended workday requirements.