

TITLE: ASSISTANT SENIOR CENTER DIRECTOR/BOOKKEEPER

GENERAL DESCRIPTION

This is responsible accounting/clerical work involving the maintenance of accounting records for the Senior Center. Work involves responsibility of journal and ledger maintenance, accounts payable, reconciliation, payroll preparation, accounts payable processing, writing, for edit by the Director, of this Center's newsletter. Duties include verifying calculations, confirming purchase orders, preparing deposits. This work requires that the employee have good knowledge, skill, and ability in application of bookkeeping principles and practice. In addition, the Assistant Senior Center Director/Bookkeeper, in the absence of the Senior Center Director, is responsible for administrative work involving the direction of Municipal Senior Citizens Center Services. This aspect would require that the employee would have considerable knowledge, skill, and ability in every phase of providing services to the elderly.

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Center Director.

EXAMPLES OF DUTIES:

Matches invoices to orders and verifies that prices billed are those quoted, typed, voucher for each invoice.

Posts entries in ledger and closes journal.

Prepares checks to pay bills, which are not in Center's budget.

Accounts for all monies coming into the Center for trips, membership fees, sales of items, and refunds.

Reconciles bank statements, posts, deposits and withdrawals in money market, cash flow, and trip and event account books.

Assists Senior Center Commissioners in the preparation of the Center's budget, prepares Treasurer's report, and the annual budget report.

Prepares time cards for Center employees from weekly time sheets.

Writes monthly newsletter and assists in the preparation and mailing of the newsletter.

ASSISTANT SENIOR CENTER DIRECTOR/BOOKKEEPER -CONTINUED

In the absence of the Senior Center Director, assumes those administrative responsibilities including the direction of daily program actives and elderly service programs needs.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong financial skills and good knowledge of the application of bookkeeping principles and practices.

Good skill in the use of standard office machines including the calculator and computer applications.

Considerable ability to communicate orally and in writing and to lead others in work groups of varied sizes and purposes.

Good ability to administer the activities of a municipal elderly services department and to supervise the work of others.

Good ability to establish and maintain working relationships with supervisor, associates, and Center members.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in social science, finance, or related field. In lieu thereof, an associate's degree in social science, finance, or related field and two years of experience in a financial environment. In lieu thereof, a high school degree or equivalent with five years of experience in a financial environment with an emphasis in bookkeeping.

SPECIAL REQUIREMENTS: NONE

A written examination valued at 50% and an oral examination valued at 50% will be required.

SALARY RANGE: per union contract \$36,884-\$43,909
Applications/Resume due 10/24/2008

