

JOB DESCRIPTION

TITLE BOOKKEEPER  
MAINTENANCE/OPERATIONS MANAGEMENT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate required and one to two years related experience and/or training. Basic computer skills required.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with vendors, employees and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

Work Environment      The work environment characteristics described here 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 noise level in the work environment is usually moderate.

REPORTS TO              Office Manager

#### GENERAL RESPONSIBILITIES

1. Maintains all records, files, documents and associated paper work required to properly account for all purchase orders processed within the department.
2. Provides secretarial services, as required.

#### SPECIFIC RESPONSIBILITIES

1. Issues and maintains all department operational and capital budget requisitions/purchase orders.
2. Maintains all department account funds and files.
3. Assists with annual budget preparation.
4. Maintains computerized internal account funds.
5. Reviews architect, engineer and contractor payment and change order requests for accuracy and compliance with contractual agreements; confirms payment.
6. Performs daily filing of invoices and organization of files.
7. Enters and maintains budgeted accounts data information.
8. Enters data for equipment and supplies into the ELKE system for inventory control.
9. Maintains bids, contracts, and state records.
10. Coordinates budget amendment increases and decreases.
11. Provides clerical services as required, including preparing letters, documents, reports, and statistical summaries.
12. Contacts vendors to resolve price discrepancies, billing problems, credit memos or account status as necessary.
13. Reviews and checks invoices, purchase orders, receiving reports to ascertain proper authorization to pay for goods and services procured.
14. Researches discrepancies in invoices and assists vendors in receiving payments.

15. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility.
16. Performs other duties as assigned.