



PARISH OF CADDO
Department of Finance
Human Resources Division
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

EFFECTIVE: 09/27/2006;01/01/07

JOB TITLE: Bookkeeper

DEPARTMENT: Juvenile Court

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$12.85 – \$19.34 / hour

GRADE: 15

Under general supervision, is responsible for work of average difficulty in the application of accounting principles, practices and techniques.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Others duties may be included.)

- Logs and codes data according to prescribed accounting procedures. Sets up new Juvenile Court Accounts and maintain same. Prepares fiscal statements and reports of a professional nature within specified accounts.
- Performs arithmetical computations to verify money collected, claims accounts, supply inventories, etc., prepares bookkeeping entries and verifies bank deposits. May handle and post petty cash transactions.
- Sorts, batches and files financial, statistical or fiscal data/records.
- Receives monies, makes deposits, and maintains Juvenile Court bank accounts.
- Collects fees that are due and handles court adoption fees. Maintains record of court fines, filing, fees and petty cash.
- Types and/or processes fiscal reports, statistical tabulations, journal vouchers, requisitions, purchase orders, letters, memoranda and other correspondence.
- Assists customers in person, by telephone or by correspondence.
- Operates a variety of business machines, e.g. 10-key by touch calculator, typewriter, personal computer and various office machines.
- Performs other Juvenile Court related tasks as required.

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.

- High School Diploma or GED equivalent is required. Two (2) years full-time, paid experience in accounting, bookkeeping, cash handling or other related fiscal duties.
- Ability to function at an advanced level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) Microsoft Office test will be administered.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Business English, including spelling, punctuation, grammar and sentence structure, at an advanced level.
- Ability to apply accounting principles to the maintenance of fiscal and accounting records.
- Ability to deal courteously and effectively with management, employees and the general public.

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 will experience physical requirements similar to those associated with a business office environment.