

Bookkeeper

Department: Waterloo Center for the Arts
Grade:
FLSA: Non-Exempt
Civil Service: Excluded
Bargaining Unit: Non-Bargaining

Description:

Professional administrative staff position under the general direction of the Director of Cultural Arts Commission responsible for performing general bookkeeping, financial and budgetary duties for the Waterloo Cultural and Arts Commission.

Duties:

These duties include, but are not limited to the following: Plans, installs and maintains a central accounting system for the Commission; compiles and prepares statistical, accounting, finance, expenditure and revenue reports for various programs for the Commission; coordinates the payroll functions of the Commission with those of the City Clerk/Auditor's Department; submits bills for payment upon approval of the City Clerk/Auditor Department; maintains records of purchase orders by the Cultural and Arts Commission; prepares various reports for program audits when necessary; assists in preparing and implementing the department budget; cooperates and works with staff personnel to assist in offering general information, payroll and accounts for all grant monies received; maintains the staff's personal data sheets; prepares all tax levy statements and quarterly reports; attends regular and special Commission meetings; receives, balances, deposits and records monies received by all programs; other duties as assigned.

Qualifications and Minimum Requirements:

Graduation from high school or completion of G.E.D., verification required; prefer post-high school training in accounting, marketing management, or business related field; at least 3 years experience in related field required; knowledge of principles and practices of accounting, budgeting, financial record keeping, and general office procedures; ability to formulate and install accounting reports, forms, and records, to prepare financial reports, and to develop and maintain computer programs; ability to type from a clear copy or a rough draft at a rate of at least 40 words per minute with no errors; verification of typing speed will be required; ability to work with a minimum of supervision; ability to make decisions in accordance with departmental policies, ordinances and established regulations; ability to speak clearly and distinctly and to write legibly; ability to exercise independent judgment; ability to operate standard office equipment including computer and word processing equipment; ability to establish and maintain effective working relationships with other employees and the general public. The City of Waterloo reserves the right to require an examination by a physician of the employer's choice prior to an applicant being hired to determine if an applicant is free from any physical, emotional, or mental conditions, which might adversely affect job performance.