

BOOKKEEPER

DEPARTMENT : **WATERLOO REGIONAL AIRPORT**
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Administrative staff position responsible for performing complex bookkeeping and secretarial/receptionist duties for the Airport. The work is performed under the general direction of the Airport Director, but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS

These functions are considered essential for successful performance in this job classification.

1. Maintains monthly billings to tenants.
2. Accounts for incoming revenue and makes weekly deposit.
3. Audits parking lot revenue and charges.
4. Performs daily backup of receivable software.
5. Assists with department requisitions, purchase orders and payment vouchers.
6. Maintains records as required by Federal regulations.
7. Compiles and prepares statistical and accounting reports for Airport Board, Airport Director and Finance Department.
8. Collects monthly payments from tenants, balances accounts and counts cash.
9. Prepares reports for a variety of organizations and agencies working directly with the Airport.
10. Assists in preparing and administering IDOT and FAA grants and correspondence.
11. Monitors and analyzes airfares for the Airport and tracks airfare differences for citizens.
12. Operates personal computer using Microsoft Word, Microsoft Excel and other specialized software.
13. Maintains general working knowledge of Airport Administrative Secretary functions.
14. Assists in answering incoming Airport phone calls as needed and provides information based on knowledge of Airport policies, regulations and procedures or directs questions to proper staff person.
15. Works independently and with others with minimum supervision.
16. Attends work regularly at the designated place and time.
17. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Airport safety rules and regulations.
18. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of principles and practices of accounting, budgeting, financial record keeping and general office procedures.
2. Ability to prepare, analyze and interpret complex accounting records and financial statements.
3. Ability to establish reporting procedures to collect data from financial and fiscal reports.
4. Ability to type forty (40) words per minute with no errors (verification required).
5. Ability to perform general office services

including using word processing and spreadsheet applications appropriate to assigned duties and responsibilities, enter and retrieve information on a computer and update records.

6. Ability to collect, analyze and present data from computerized reports in organized and understandable form.
7. Ability to answer questions and provide information to the public and other employees in person and over the telephone in a clear, concise and easily understandable manner.
8. Ability to write legibly, prioritize work, produce a quality work product within strict time lines and handle multiple tasks.
9. Ability to exercise independent judgment and to make decisions based on Airport and City policies and applicable Federal and State rules and regulations.
10. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
11. Ability to communicate effectively and maintain working relationships with coworkers, other City employees, supervisor, Airport Board and members of the public.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school diploma/GED with a minimum of three years experience as an accounting clerk or bookkeeper

or

Any equivalent combination of experience or training that provides the knowledge, skills and abilities necessary to perform the work.

2. Prefer post-high school education in accounting or business related field.
3. Skilled in use of personal computer, Microsoft Word and Excel.

ESSENTIAL PHYSICAL ABILITIES

1. Sufficient speech and hearing that permits the employee to respond to questions and communicate with coworkers, supervisors and members of the public in person or on the telephone.
2. Sufficient personal mobility that permits the employee to move from one Airport facility or office to another.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other bookkeeping and secretarial duties.

MISCELLANEOUS

1. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
2. Required to submit to Civil Service examination procedures including an oral interview.

WORK SCHEDULE

Generally 8:00 a.m. to 2:00 p.m. Monday through Friday with one hour unpaid break or as agreeable to Airport Director. Must also be available for department or City activities or meetings that require the attendance of the Bookkeeper.