

TOWN OF MASON

JOB OPENING: Bookkeeper / Administrative Assistant

SALARY: \$14.00 Hourly

Open Date: September 7, 2017

Close Date: September 14, 2017

Position Summary:

Responsible for bookkeeping and support services under the general supervision of the Office Manager/Human Resources Manager. Instructions to the employee are general and the employee must routinely use independent judgement when performing tasks. The employee must occasionally consider a different course of action. The uniform accounting code and accounting system must be followed in order to complete tasks.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or possess equivalency, and supplemental course work in bookkeeping principles and practices. Experience in clerical accounting work.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or eligible to work in the United States.
- Must pass a comprehensive background check.
- Must pass the pre-employment process.
- Must possess a valid Tennessee Driver's License and have current automobile insurance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic principles and methods of bookkeeping.
- Knowledge of business English and arithmetic.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of application of basic bookkeeping principles applied to routine transactions.
- Knowledge of overall City operations.
- Ability to make arithmetic calculations rapidly and accurately.
- Ability to exercise good judgement in evaluating situations and making decisions.
- Ability to establish and maintain an effective working relationship with other
- Applications of accounting principles to municipal finance.
- Ability to use keyboards accurately on calculators, typewriters and computers.
- Ability to write and speak words, sentences, and phrases to clearly and concisely communicate ideas.
- Ability to listen and understand what is being said.
- Ability to pay attention to details and act in a responsible and dependable manner.
- Ability to keep written ledgers manually.
- Establish and maintain effective working relationships with other employees.
- Strong interpersonal skills.

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DUTIES AND RESPONSIBILITIES:

- Responsible for all bookkeeping and financial records of all funds including reconciling bank statements and invoices, bond payments, drafting checks, accounts payable, etc.
- Balances all receipts and tax collections monthly.
- Prepares all deposits and withdrawals.
- Prepares all bookkeeping reports.
- Prepares all payroll.
- Prepares Social Security and tax withholding reports.
- Prepares quarterly unemployment reports.
- Reviews Recorder reports before being submitted to State.
- Maintains general records of account according to established accounting classifications, including various ledgers, registers, and journals.
- Posts entries to books and computer from supporting records, makes adjustments and prepares financial statements.
- Deposit City receipts at bank.

Town of Mason is an Equal Opportunity Employer.

Does not discriminate on the basis of race, color, age, sex, national origin or handicap status.

Equal Opportunity Employer M/F/H/V

PLEASE APPLY at the Town of Mason; Mason City Hall; 12157 Main Street