

## **METRO Regional Services Classification Description**

**TITLE: Clerk-Bookkeeper**

**Class No: 0035/4035**

**Salary Range: 361/461**

**FLSA: Non-exempt**

**Bargaining Unit: LIU**

**Established:**

**Revised: 11/2005**

### **General Statement of Duties:**

Performs a variety of elementary and moderately difficult bookkeeping tasks in the maintenance of Visitor Services cash flow accounts and records. Records cash receipts, balances and reconciles funds, performs other clerical and accounting tasks associated with Visitor Services monetary transactions.

### **Supervision Received:**

Works under the supervision of the Vault Room Supervisor. Work is performed within established rules and procedures; however, employees operate without constant supervision. Work is reviewed on the basis of results obtained and through internal verification processes.

### **Supervision Exercised:**

None

### **Examples of Principal Duties:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Records all cash, check and bank credit card receipts on a daily basis from various revenue generating Visitor Services operations including admissions, concessions, railroad, Gift Shop and Stroller Shop, vending machines and miscellaneous sources.
2. Types invoices for accounts receivable.
3. Verifies figures on daily reports kept by other employees or on cash register tapes; balances funds, transfers or reimburses funds as required, determines net sales.
4. Counts and handles currency, counts coins and prepares bank deposit slips.
5. Prepares bank credit card transmittal.
6. Codes cash revenues to correct account number. Prepares input documents, and performs data entry for financial transactions.
7. Prepares cash boxes/bags for all points-of-sale Visitor Services operations.
8. Reconciles vault funds. Secures all monies in the safe and sets alarms.
9. Operates teller window for Zoo employee cash transactions. Issues and monitors petty cash fund. Verifies appropriateness of petty cash expenditures, proper account number

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- and proper authorization. Prepares regular report showing petty cash transactions and balances account.
10. Assists Zoo cashiers with questions concerning cash policies and procedures, credit card sales, etc.
  11. Performs various general office duties such as photocopying, filing, and distributing reports.

### **Recruiting Requirements:**

#### **Knowledge, Skill, and Ability:**

Knowledge of: application of double entry bookkeeping principles to accounting transactions; office procedures and methods; skill in typewriting and the operation of a 10-key adding machine. Ability to: establish and maintain good working relationships with other employees and the public. Skill in: data entry and operation of coin, currency and cash settlement machines.

#### **Experience and Training:**

Experience in bookkeeping which demonstrates ability to prepare financial reports and double entry bookkeeping records. Graduation from high school or completion of equivalent GED certificate with course work in bookkeeping.