

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION
CLASSIFICATION SPECIFICATION

APPROVED

DEC 31 1987

Department of Personnel
Administration

I. BOOKKEEPER SERIES:

Bookkeeper I
Bookkeeper II

II. SUMMARY OF SERIES:

Incumbents of positions in this series make entries concerning financial transactions in agency account records; summarize account transactions and transfer data to general ledger; perform arithmetic computations; prepare financial reports; and perform related work as required.

The basic purpose of this work is to maintain a set of records of agency financial transactions.

III. ORGANIZATIONAL LEVELS:

Bookkeeper I is the entry-level clerical job in this series.

Bookkeeper II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Makes entries concerning financial transactions in agency account records such as journals and ledgers manually or through an automated system.
2. Summarizes account transactions and transfers data to general ledger, balancing accounts periodically and preparing appropriate financial statements.
3. Performs arithmetic computations, manually or using adding or calculating machines or computerized programs in connection with the preparation of financial reports, the receipt, deposit and expenditure of funds, the determination of wages for payroll and other items pertinent to agency operations.
4. Prepares financial reports in connection with such matters as account balances, delinquent accounts, budgetary control, payroll, etc.
5. Performs related duties such as receiving and depositing funds; scheduling payment of bills; verifying accuracy of figures, calculations and postings; processing purchase orders, requisitions and payrolls; and maintaining records.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

BOOKKEEPER II:

Incumbents of positions at this level also:

1. Provide on-the-job training to employees.
2. Coordinate activities of subordinates in connection with the maintenance of agency financial records.
3. Recommend and/or implement changes in the procedures.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency staff, vendors and other state agency personnel.

VII. SUPERVISION RECEIVED:

Bookkeeper I:

Incumbents of positions at this level receive direct supervision from Bookkeepers or other employees of higher grade who provide training and instruction, assign work and review performance through inspection for accuracy and completeness.

Bookkeeper II:

Incumbents of positions at this level receive general supervision from administrative or other employees of higher grade who provide instruction, assign work and review performance through inspection and reports for accuracy, completeness and conformance with standard procedures.

VIII. SUPERVISION EXERCISED:

Bookkeeper I:

None.

Bookkeeper II:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 clerical personnel.

IX. WORKING CONDITIONS:

Bookkeepers work in a typical office environment with no unusual working conditions.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the principles and practices of bookkeeping.
2. Knowledge of the terminology and standard abbreviations used in bookkeeping.
3. Knowledge of the standard procedures and methods followed in handling and recording cash receipts and disbursements.
4. Knowledge of basic arithmetic including addition, subtraction, multiplication and division.
5. Ability to understand, explain and apply the laws, rules, policies and procedures governing assigned unit activities.
6. Ability to maintain accurate records.
7. Ability to analyze and determine the applicability of bookkeeping data, to draw conclusions and make appropriate recommendations.
8. Ability to perform arithmetical computations (addition, subtraction, multiplication and division) with speed and accuracy.
9. Ability to gather information by examining records and documents.
10. Ability to interpret charts, graphs and tables.
11. Ability to work accurately with names, numbers, codes and/or symbols.
12. Ability to assemble items of information in accordance with established procedures.
13. Ability to read, write and comprehend the English language.
14. Ability to follow oral and written instructions.
15. Ability to establish and maintain harmonious working relationships with others.
16. Ability to deal tactfully with others.
17. Ability to exercise discretion in handling confidential information.
18. Ability to exercise sound judgment.

Additional qualifications required at hire for Bookkeeper II positions:

1. Ability to give oral and written instructions in a precise, understandable manner.

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2. Ability to determine proper format and procedure for assembling items of information.
3. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, policies and procedures governing assigned unit activities.
2. Knowledge of the types and uses of agency forms.
3. Knowledge of the proper telephone procedures for making and receiving agency calls.
4. Knowledge of State bookkeeping and budgetary procedures including terminology and abbreviations.

Additional qualifications acquired on job in Bookkeeper II positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Bookkeeper I:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in bookkeeping or accounting work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A diploma for completion of a program in a recognized, non-degree granting business or secretarial school above the high school level with a major in bookkeeping, accounting or business administration may be substituted for the required experience.*
- II. An Associate's or higher degree with a major in accounting, business administration or business management may be substituted for the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

Bookkeeper II:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in bookkeeping or accounting work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A diploma for completion of a one-year, full-time, or equivalent part-time, program in a recognized, non-degree granting business school above the high school level with a major in bookkeeping, accounting or business administration may be substituted for a maximum of one year of the required experience.*
- II. A diploma for completion of a two-year, full-time, or equivalent part-time, program in a recognized, non-degree granting business school above the high school level with a major in bookkeeping, accounting or business administration may be substituted for the required experience.*
- III. An Associate's or higher degree with a major in accounting, business administration or business management may be substituted for the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

None.