

*Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

**APRIL 4, 2019**

**RESOLUTION ADOPTING THE JOB DESCRIPTION FOR  
BOOKKEEPER FOR THE FIRE DISTRICT**

**19-04-04-35**

**WHEREAS** the Fire Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris employs the position of Bookkeeper, and

**WHEREAS** the Fire Commissioners are desirous of implementing a formal Job Description for the position of Bookkeeper,

**NOW THEREFORE BE IT RESOLVED** by the Board of Fire Commissioners of Fire District No. 3 as follows:

- 1) The attached Job Description for the position of Bookkeeper is hereby adopted.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the **4<sup>th</sup>** day of **April, 2019**

**Robert Callas, Vice-Chairman**

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

## **JOB DESCRIPTION FOR THE POSITION OF BOOKKEEPER**

Under supervision, performs bookkeeping and other related Clerical work requiring the exercise of independent judgment and a working knowledge of District rules, regulations, and Policies and Procedures and/or has charge of a designated phase of the Bookkeeping work of the District; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK**

- May assist in planning routines and procedures of a designated phase of the bookkeeping work.
- Maintains entry records involving the making of journal entries, posting to ledgers, and preparation of balances.
- Maintains budgetary accounts.
- Determines the accounts to which orders, invoices, requisitions, and vouchers are to be charged.
- Compiles and collects financial data for inclusion in budget requests, special requests, information and financial statements, or other reports.
- Reviews and checks financial and other records for completeness, accuracy, and correctness.
- Reconciles bank accounts.
- May do typing of a nature reasonably to be expected of employees in a business office.
- Maintains essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Prepare monthly financial statements for the Board of Fire Commissioners and administration
- Liaise with the Board's Treasurer

- Record Fire Prevention payments
- Assist in payroll processing

## **REQUIREMENTS**

### **EXPERIENCE**

- One (1) year of experience in work involving the keeping of varied types of records of a bookkeeping nature.

### **KNOWLEDGE AND ABILITIES**

- Knowledge of office routines, procedures, methods, equipment, and machines as applied to bookkeeping problems.
- Knowledge of bookkeeping methods, procedures, and devices including calculation of percentages and discounts, posting and balancing of ledgers, maintaining of a double entry set of books, preparation of balances, and reconciliation of bank accounts.
- Knowledge of procedures most effective in balancing general subsidiary ledgers.
- Knowledge of District rules, regulations, policies, organization, and functions and of problems involved in developing bookkeeping procedures after a period of training.
- Ability to organize assigned bookkeeping, and other related work and to develop effective work methods.
- Ability to utilize bookkeeping methods, procedures, and devices in the work of the unit.
- Ability to coordinate the work of the bookkeeper with the Administration
- Ability to assist in the preparation of budgets and to maintain budgetary accounts.
- Ability to prepare and supervise the preparation of clear, sound, accurate, and informative financial and other statements and reports.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.