

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

BOOKKEEPER

DOT: 210.382-014 / O'NET: 55338A SVP 6

Job Description: Keeps records of financial transactions for establishment, using calculator and computer. *Physical Demands* - Sedentary w/occasional carrying, lifting, and moving (up to 10 lbs); *General Educational Development* - R4 M4 L3; *Aptitudes* - Above average Numerical Aptitude and Clerical Perception- Average General Learning Ability, Verbal, Motor Coordination, Finger Dexterity, and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate and apply knowledge of general accounting terms/forms/records. (IN, S)
2. Can use, by touch, 10-key calculator/adding machine. (T)
3. Can maintain cash receipts and disbursement journals. (IN)
4. Can maintain separate ledgers for accounts receivable and accounts payable. (IN)
5. Can verify sales slips, invoices, receipts, checks, or computer printouts, etc., and correctly post to journals/ledgers. (IN)
6. Can summarize details in separate ledgers, using calculator or computer. (IN, T)
7. Can close ledger accounts accurately and post data to worksheets or general ledger. (IN)
8. Can compile summary reports and/or final statements, such as trial balance and profit/loss statement. (IN)
9. Can calculate employee wages and deductions. (IN)
10. Can complete payroll tax reports. (IN)
11. Can maintain check register; reconcile to bank statements. (IN)
12. Can accurately issue checks/payments. (IN)
13. Can prepare and make bank deposits. (IN)
14. Can prepare IRS reports. (IN)
15. Can compute, type, and mail monthly statements to customers. (IN)
16. Can maintain/develop files; file system. (IN)
17. Can operate a typewriter and personal computer. (IN, T)
18. Can use computerized spreadsheet and database software packages for accounting (identify). (IN, T)
19. Can perform routine clerical duties, as required. (IN, T)
20. Can demonstrate the ability to check figures, postings, and documents for mathematical accuracy. (IN)