

YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
JOB DESCRIPTION
Bookkeeper I

Position Title: Bookkeeper I

Date Approved: 06/28/2019

Date Revised: 7/29/2024

Position Summary

Under the direction of the Department of Human Services Director or designee, this position is responsible for the general, day-to-day fiscal accounting processes and record maintenance. High-level supervision is required by either the Director or designee for this position.

Reports To: Director of Human Services

Experience and Qualifications

- 1) High School Diploma, Associates or Bachelors, in accounting, finance, or related field.
- 2) At minimum of one year previous full time bookkeeping/accounting experience or successful completion of appropriate course work

Competency/Skill Requirements

- 1) Ability to communicate effectively using both verbal and written communication skills.
- 2) Ability to maintain a high level of day-to-day communications and contact with Director, staff, colleagues and clients
- 3) Ability to be flexible to new situations encountered on a daily basis and ability to learn new duties quickly.
- 4) Ability to manage various tasks and duties simultaneously with effective time management.
- 5) Ability to use common office machines, including Microsoft Office Suite. Functional knowledge of general accounting principles including budgeting, expense control, financial auditing and payroll.

General Duties

- 1) Fiscal Accounting Duties
- 2) Budget Assistance
- 3) Audit Preparation Assistance

Key Responsibilities and Duties

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

Duties may include, but are not limited to, the following:

- 1) Arrives at work or at assigned locations punctually and attends work with minimal absences.
- 2) Accurately records time worked for purposes of compensation.

- 3) Maintains a constructive working relationship between and among employees at all levels of the organization
- 4) Works effectively both independently and as a member of a team.
- 5) Works professionally with others, both inside and outside of the organization.
- 6) Complete training on current accounting and state software systems.
- 7) Assists with accuracy of computerized data, record keeping and maintenance of the employee's time and leave data following the Supervisors' review weekly.
- 8) Assist with compensation accruals weekly in the timekeeping system.
- 9) Help process monthly payroll and direct deposit submission.
- 10) Assists with preparation and submission of monthly payroll data to the state financial system.
- 11) Help maintain records and complete data entry of payment vouchers, journal entries, and cash receipts
- 12) Helps reconcile monthly settlement CFMS and interface reports, and assists with the creation and entering of monthly journal entries to the County financial system.
- 13) Assists with the yearly budget review process
- 14) Assists with department audit activities.
- 15) Under the Direction of the EBT Supervisor assists with EBT in-house record keeping and submission of monthly reports to the state.
- 16) Assists with receiving, recording, and depositing all payments for client representative payee accounts and client repayment claims.
- 17) Assists with the closeout of end of year financial settlements.
- 18) Assist in ensuring compliance with established State, Federal and County operating guidelines and regulations.
- 19) Attends scheduled unit and Department staff meetings.
- 20) Participates in County and State trainings and meetings as required.
- 21) Completes State Social Services bookkeeping training within one year of employment
- 22) Assists with preparing and presenting monthly reports to the BOSS

Working Environment

Normally, work is performed in a typical office setting with appropriate climate controls. Periodic travel may be required to fulfill functions of the job. Elements of hazard uncertainty exist in the normal course of performing duties associated with completion of job duties.

Position Physical Demands

Tasks require a variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, bending, climbing, kneeling, sitting, and reaching. Hearing, talking and seeing are essential to successful completion of typical duties. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Limited lifting in the office of files and supplies not to exceed 40 pounds.

Safety Equipment

Proper use of all equipment in and out of the office and department vehicles.

Supervision Responsibilities: No Yes

Nature of Supervision: None

Equal Opportunity

Yuma County is an Equal Opportunity Employer and ensures equal employment opportunities are provided in the administration of all personnel practices such as recruitment, appointments, promotions, discipline, retention, training and other benefits, terms and conditions of employment in a manner which does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, political affiliation or belief, veteran status, or any other non-merit factor.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT

Nothing in this job description restricts Yuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Yuma County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".