



Date: March 17, 2016
Title of Position: Bookkeeper II
Salary: Per AFSCME contract: Grade 12, \$679.21/week @ step 1
Effective: April 2015

Responsibilities and Qualifications: (Please see the attached Commonwealth of Massachusetts Human Resources Division Bookkeeper Series Classification Specification and Position Description/Form 30 for more detailed information.)

Responsibilities: Assist in the operations of the Business Office and Student Billing Office. Verify, reconcile, enter, schedule and process vendor payments, assist in collection of student's outstanding debt under the direction of the Business Analyst, assist the Director of Procurement in purchasing functions, assist in processing the BCC Foundation financially-related transactions and other related duties in the Business Office

Qualifications: Ability to read and understand documents such as financial reports, accounts, and ledgers. Ability to balance financial documents, records, transactions and statements. Ability to maintain accurate records. Ability to determine proper format and procedure for assembling items of information. Thorough knowledge of bookkeeping principles, practices and procedures, primarily related to Accounts Payable, as well as knowledge of state and regulatory compliance. Knowledge of auditable record keeping procedures. Ability to exercise discretion in handling confidential information. Detail oriented with excellent editing/proofreading skills related to financial reports, accounts, and ledgers. Strong organizational, communication, interpersonal and problem solving skills. Good customer service skills. Ability to work independently and in a team environment. Ability to work with students, employees and third parties. Ability to deal tactfully with others. Successful experience interacting with culturally diverse populations. Proficiency in Microsoft Office including Excel. Familiarity with Massachusetts Management and Accounting and Reporting system (MMARS) preferred.

Additional information: Source of Funding: 01/AA
Area of Assignment*: Business Office
Supervisor*: Comptroller
Shift*: 8:00 a.m. – 4:00 p.m.
Days Off*: Saturday and Sunday

MCCC AFSCME DCE Non-Unit Full-time Part-Time
*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

Application closing date: April 1, 2016. Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201.

hbailey@berkshirecc.edu



**Position Description, Form 30
Commonwealth of Massachusetts**

Position Title: Bookkeeper II
Job Group 12
Functional Title (optional)

Department: Business Office

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Assist in the operations of the Business Office and Student Billing Office. Verify, reconcile, enter, schedule and process vendor payments, assist in collection of student's outstanding debt under the direction of the Business Analyst, assist the Director of Procurement in purchasing functions, assist in processing the BCC Foundation financially-related transactions and other related duties in the Business Office.

SUPERVISION RECEIVED (Name and title of person from whom incumbent receives direction)
Mitchell A. Saviski, Comptroller

SUPERVISION EXERCISED (Number and titles of positions directly supervised by incumbent)
None

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Process and schedule vendor payments while following established internal control oversight related to review and signatory approval.
- Provide assistance to the Student Billing Office.
- Assist in the collection of student accounts.
- Assist with implementation of Policies and Procedures.
- Work with other departments in resolving payment issues.
- Balance financial documents, records, transactions and statements.
- Receive and review vendor invoices for accuracy, review check requests and other related documentation for completeness and compliance with financial policies and procedures; reconcile invoices and requests for payment with purchase orders; perform calculations to determine appropriate payment schedule and amount; make modifications as necessary.
- Ensure that potential early payment discounts are taken and all vendors are paid as required to ensure that late payment fees are not incurred.
- Monitor invoices and related documents for services that span fiscal years and are classified as Prepaid Expenses.
- Monitor purchase orders and periodically review with Director of Procurement and/or department.
- Regularly perform compliance of the college's credit card (Pro Card) program.
- Assist in processing transactions for BCC Foundation.
- Make journal entries concerning the financial transactions in the accounting systems.
- General office duties including but not limited to mail distribution, bank deposits and transfers.

QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills and abilities)

- Ability to read and understand documents such as financial reports, accounts, and ledgers.
- Ability to balance financial documents, records, transactions and statements.

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- Ability to maintain accurate records.
- Ability to determine proper format and procedure for assembling items of information.
- Thorough knowledge of bookkeeping principles, practices and procedures, primarily related to Accounts Payable, as well as knowledge of state and regulatory compliance.
- Knowledge of auditable record keeping procedures.
- Ability to exercise discretion in handling confidential information.
- Detail oriented with excellent editing/proofreading skills related to financial reports, accounts, and ledgers.
- Strong organizational, communication, interpersonal and problem solving skills.
- Good customer service skills.
- Ability to work independently and in a team environment.
- Ability to work with students, employees and third parties.
- Ability to deal tactfully with others.
- Successful experience interacting with culturally diverse populations.
- Proficiency in Microsoft Office including Excel.
- Familiarity with Massachusetts Management and Accounting and Reporting system (MMARS) preferred.

QUALIFICATIONS ACQUIRED ON THE JOB (list knowledge, skills and abilities)

- Knowledge of Datatel/Ellucian Accounts Payable, Student Financial Systems and General Ledger modules

MINIMUM ENTRANCE REQUIREMENTS

- Two years of full-time, or equivalent part-time, experience in bookkeeping or accounting work.
- Associate’s or higher degree with a major in accounting or business administration may be substituted for the required work experience.

LICENSE AND/OR CERTIFICATION REQUIREMENTS: N/A

REMARKS: N/A

SIGNATURE OF APPOINTING AUTHORITY

TITLE

BERKSHIRE COMMUNITY COLLEGE
AGENCY

PREPARED BY

INITIALS OF INCUMBENT

DATE

INITIALS OF SUPERVISOR

DATE

Commonwealth of Massachusetts
Human Resources Division
Class Specification
Bookkeeper Series

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.

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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.
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

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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.

Occupational Group 15

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