**ADMINISTRATIVE BOOKKEEPER**
(Economic Development/Planning Department)

Pay Grade: 10 (Schedule 2080)
Civil Service Class Designation: Competitive

## NATURE OF WORK

This is a complex administrative position with a high degree of responsibility, involving the initiation and coordination of clerical and secretarial functions required in effective implementation of administrative policies of the Economic Development/Planning Department. This position also requires taking and transcribing taped/notes of Recreation Advisory Board.

This administrative position will be primarily responsible for carrying out general administrative review of objectives provided by the Director of Economic Development/Planning Department. Responsibilities also includes duties related to completing difficult secretarial and administrative tasks, which often requires independent decisions based on interpretations of policies, procedures, and the Mississippi laws; transcribing taped/notes and some clerical support to the Recreation Advisory Board, as needed; developing and refining work procedures; exercising considerable initiative and independent judgment in completing tasks and assignments.

## ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Assists and relieves the head of the department of administrative duties, as needed.

Instructs and supervises staff on the procedures of fee collections and receipt writing.

Monitors, supervises, reviews, audits and balances the accounting and financial reporting of all fees collected, receipts written, cash receipt reports made, and deposits, to ensure internal control.

Performs typing and transcription duties as required.

Establishes procedures that implement operational and/or fiscal policies.

Interprets policies and procedures as established by the Department Director.

Compiles data based on research techniques and on statistical compilations involving and understanding of operating City programs, policies and procedures.

Prepares purchase requisitions for Cultural Services Division.

Accepts Cultural Services Division purchase requisitions, checks coding and has Department Director approve and process accordingly.

Collects the department's purchase orders and collates invoices with purchase orders, codes, and copies and distributes.

Prepares working papers and reviews, audits and balances all reports, receipts and petty cash of the department, for external audit.

Arranges, participates in, and implements, as directed, conferences and committee meetings.

Coordinates the activities of, and provides clerical services to the Recreation Advisory Board and Architectural Review Board.

Takes notes, prepare minutes, compose memorandums, letters, manuscripts, technical reports, and other items.

Operates computers, calculators, copying machines, typewriters, and other office equipment.

Answers variety of inquiries from citizens and employees, in person, by letter, and by telephone. On City services; and on policies and procedural matters.

Performs advanced secretarial and basic bookkeeping functions as directed by the Department Director; meets the public, provides information, takes messages, schedules appointments, and reserves accommodations.

Maintains and keeps a variety of records, compiles and prepares statistical and other data from such records.

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**
This job has no supervisory responsibilities.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**
Ability to operate computer, typewriter, telephone, and other office equipment.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Knowledge of occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Knowledge of accounting and budgeting principles, practices and procedures.

Knowledge of purchasing procedures.

Ability to accurately record and maintain records.

Must maintain a valid Mississippi vehicle operator's license.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**
High School diploma or (GED) equivalent with seven (7) years' experience in general clerical and bookkeeping. An Associate's Degree (A.A.) may be substituted for work experience. Must be proficient in Microsoft Excel and Word.

**CIVIL SERVICE MINIMUM QUALIFICATIONS** (Rule 4, Section 4.2)
For minimum qualifications established by the Mississippi Code, see Section 21-31-15.