

**City of San Rafael
Job Class Specification**

Job Title: Child Care Bookkeeper I/II

SUMMARY

Under general supervision to perform a variety of routine to difficult bookkeeping clerical work primarily related to the enrollments, computation of fees, billing and collection of childcare center fees for service; and the performance of related work as required.

DISTINGUISHING CHARACTERISTICS:

This class series is distinguished from other City clerical classes in that the work is specifically related to bookkeeping, financial transactions and related record keeping. This series is distinguished from the Account Clerk series, which is limited to positions assigned to the Financial Services Division of the Management Services Department.

ChildCare Bookkeeper I is the entry level class of this series. Initially under close supervision, incumbents learn the divisions computing, posting, billing and similar bookkeeping tasks. As experience and proficiency are gained, there is greater independence of action within established guidelines. This class is flexibly staffed with Child Care Bookkeeper II; an incumbent normally advances to the II level after three years of successful experience at the I level and demonstrating proficiency to handle the full responsibilities of the division's bookkeeping functions.

ChildCare Bookkeeper II is the journey level class of this series, fully competent to perform and currently assigned full responsibility for the division's bookkeeping functions.

ESSENTIAL AND IMPORTANT DUTIES:

- Receive, code and process monthly enrollments for billing.
- Prepare and balance deposits and post payments to the child care accounts.
- Review computer reports related to billing and receipts for accuracy and prepare various reports for the various child care centers.
- Input data for extra charges and credits for billing.
- Follow up on delinquent accounts.
- Compute allowable discounts.
- Prepare general correspondence for the child care centers.
- Provide customer service (reception) functions for the division's administrative office.

KNOWLEDGE OF:

Level I -

Basic bookkeeping and financial record keeping principles and terminology.
Standard office procedures including filing methods and the use of a calculator.
Business arithmetic including percentages and decimals.

Level II -

Bookkeeping and accounting clerical procedures as related to accounts receivable, accounts payable, billing and other standard accounting functions. Basic business data processing principles as applied to financial record keeping. Local, state and federal rules and regulations affecting bookkeeping functions.

SKILL IN:Level I -

Understanding and carrying out oral and written instructions. Making accurate arithmetic calculations. Type/data entry with sufficient speed and accuracy to enter and retrieve data from an on-line computer and prepare routine correspondence. Receiving and balancing sums of money. Maintaining organized accounting records. Establishing and maintaining effective relations with those contacted in the course of work.

Level II -

Posting, verifying, compiling and reconciling various accounting documents, records and reports. Maintaining attention to detail and accuracy while meeting critical deadlines. Exercising independent judgment within established guidelines; prioritizing work and coordinating several projects at one time.

ABILITY TO:Level I -

Communicate clearly and concisely. Handle difficult customers/clients. Work with interruptions from the telephone, front desk, and co-workers; and operate a 10-key and computer terminal (personal computer).

Level II -

Prepare and update Excel spreadsheets. Use persuasive and problem solving skills to collect delinquent fees.

A typical way of gaining the knowledge, skill and ability outlined in this job class specification is:

Level I -

Equivalent to graduation from high school supplemented with some business and bookkeeping course work; and some previous related work experience.

Level II -

Equivalent to graduation from high school supplemented with some business and bookkeeping course work AND three (3) years experience involving the preparation and maintenance of bookkeeping or financial records.