

Bookkeeper I – Job Description Summary

Responsible for recording financial transactions (such as checks written and received); managing accounts payable and receivable; reconciling bank statements; updating the trial balance, profit-and-loss statement and balance sheet.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Other skills and abilities
- Physical demands
- Work environment