

Bookkeeper - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Has thorough knowledge of basic accounting principles
- Has thorough understanding of accounting system and standard accounting processes
- Understands concepts behind the job being done
- Has thorough knowledge of organization policies and procedures. Keeps service manual current, and can score at least 90% on a test on services
- Can resolve non-routine problems without assistance
- Resolves all problems encountered in daily balancing without supervisor's assistance
- Has thorough knowledge of all steps involved in processing checks
- Independently completes month-end entries and all bank reconciliations

QUALITY OF WORK:

- Processes daily balancing and month end entries error free
- Spots input errors from daily work, Visa, accounts payable, or other media and corrects at once
- Performs all work neatly and accurately (writing, storing, labelling, etc.)
- Researches errors and ensures correcting entry is absolutely accurate
- Documents all work thoroughly
- Verifies the accuracy of all jobs being done before moving to other tasks

QUANTITY OF WORK:

- Maintains full workload in accordance with schedule of accounting tasks; completes each on time
- Completes all facets of other jobs in a timely manner. Completes check exception report within allotted time and returns exception items to processing bank
- Mails checks notifications and other exception debits the day following presentation for payment
- Completes end-of-month books by end of the 3rd business day of the month
- Completes bank reconciliations and other balancing requirements as scheduled
- Participates in completing special projects, as needed

PLANNING AND ORGANIZATION:

- Plans work so that maximum can be accomplished in time allotted
- Never leaves any work undone because of poor organization; finds ways to be better organized
- Organizes work so that others can find what they need from it

PROFESSIONALISM:

- Subscribes to the theory of professionalism as an "attitude" and an "ethic" demonstrated in practice
- Personal deportment (behaviour) always at standard; no deviations. This includes following organization's dress code, and practising acceptable hygiene, grooming, and personal habits.
- Personal appearance and conduct are always consistent with organization's professional image
- Treats all customer business and information only as required by legislation or organization policy
- Promotes goals and aims of organization
- Ensures that position and power is never compromised by reason of friendships, conflict of interest, or otherwise