

## **CONTROLLER'S OFFICE**

**A. JOB TITLE – MISHAWAKA UTILITIES BOOKKEEPER**

**B. DEFINITION**

This position performs a variety of complex accounting duties inclusive of the full cycle of general ledger accounting, including journal entries, preparing financial statements, reviewing records, monitoring funds, and reconciling transactions.

**C. EQUIPMENT USED**

1. Personal Computer with Microsoft Office (Word/ Excel/ Access)
2. Calculator
3. Multi-function copier
4. Telephone

**D. JOB LOCATION**

Office setting – Mishawaka City Hall, 600 East Third Street, Mishawaka, Indiana 46544

**E. PHYSICAL REQUIREMENTS**

Duties are performed seated at a desk for long periods, using equipment listed in section C.

**F. ENVIRONMENTAL/WORKING CONDITIONS**

Office setting with other employees with minimal privacy and noise from multi-function copier and other office machines.

**G. ESSENTIAL FUNCTIONS OF THE JOB**

Maintain supporting journals, schedules and modules of the general ledger, including posting and balancing. Assist the Accountant as needed.

**H. ADDITIONAL EXAMPLES OF WORK PERFORMED**

Answer telephone, file records, make copies. May interact with other division managers and/or their supporting staff.

**I. REQUIRED KNOWLEDGE AND ABILITIES**

Must be self-motivated, reliable, detail-oriented, and able to complete work in a timely fashion to meet strict deadlines. Must have good aptitude for basic math computation. Must be able to communicate effectively in person and in writing and work well in a team environment. Must be able to maintain confidentiality of sensitive information.

**J. QUALIFICATIONS**

1. High School diploma or GED
2. Valid Driver's License
3. Must pass pre-employment drug screen
4. Accounting experience with progressively responsible full-cycle general ledger professional accounting
5. Bachelor's degree in accounting, finance, or related field preferred