

**POLICY TITLE:           Job Description – Bookkeeper, Full Charge**  
**POLICY NUMBER:       2371**

**2371.1** Under supervision of the General Manager the Full Charge Bookkeeper is responsible for managing the budget and expenditures of the District.

2371.1.1 The Full Charge Bookkeeper is responsible for maintaining financial records of Newberry Community Services Districts' (NCSD) daily financial transactions. Tasks include but are not limited to:

Tracking all payments, purchases, receipts, and deposits.

Reconciling all cash and credit card accounts;

Processing employees' timesheets and managing payroll.

Maintaining cash flow for needed liquidity.

Monitoring policy and legal compliance.

Producing weekly reports for General Manager and Admin Liason.

2371.1.2 The Full Charge Bookkeeper, in cooperation with the General Manager, the Fire Department Chief, Assistant Chief, and the Budget Committee maintains the annual budget.

2371.1.3 The Full Charge Bookkeeper, in cooperation with the General Manager, makes recommendations to the Board of Directors for transfers to and from the Reserve Accounts per Policy #3030 Reserve Policy.

2371.1.4 The Full Charge Bookkeeper will review and approve reimbursement requests per Policy #4025.4.1 Expenditure Reimbursement.

2371.1.5 The Full Charge Bookkeeper in cooperation with the General Manager shall provide information for the Annual Audit.

**2371.2** The Full Charge Bookkeeper shall attend and provide a current budget report, Balance Sheet, and Bills Paid and Presented for the Board of Directors at their monthly meetings.

**2371.3** Required Qualifications. The Full Charge Bookkeeper shall have a thorough knowledge of the principles and practices of creating a budget, financial record keeping, principles of accounting, and QuickBooks Online. Applicants must be bondable, pass Livescan screening and submit professional references.

**2371.4** Desirable Qualifications. The Full Charge Bookkeeper shall have knowledge of modern office methods, practices, and equipment.

2371.4.1 The Full Charge Bookkeeper shall have the ability to maintain cooperative relationships with those contacted in the course of work.

**2371.5** Salary will be based on appropriate education, previous experience, courses completed and degrees or certifications obtained as well as on the District's budgetary resources.

*Approved and Adopted March 25, 2025*