

Head Bookkeeper – Job Description Summary

Under general supervision, performs a variety of professional accounting duties. Is responsible for insuring that day-to-day accounting functions are completed in accordance with standard procedure, performing many of these functions using the organization's mainframe computer system.

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