

## JOB DESCRIPTION (BOOKKEEPER/HUMAN RESOURCES)

### ***Nature of Work***

Professional responsible administrative and fiscal work in the handling and accounting of Town funds.

Employee of this class is responsible for the day-to-day monitoring of the Town's financial situation and records. Work involves maintaining all Town books, preparing regular reports for the Manager and Selectmen, issuing checks for financial obligations, processing weekly payroll and assisting with the preparation of the Town budget and tax commitment. Work also involves extensive use of the Town's computer system. This position is the confidential employee in regards to personnel issues.

Work is performed under the general supervision of the Town Manager following established procedures with considerable independence. Work is reviewed by observation, verification, internal controls and through the annual financial audit.

### ***Examples of Work (Illustrative only)***

Responsible for a complete chart of accounts that meet the anticipated needs of every fund within the municipality.

Prepare monthly financial reports, which compare the anticipated expenditures and revenues with the actual budget.

Supervise the daily handling of receipts from all departments and posting daily receipts to the general ledger. Oversee the random cash drawer internal audits.

Maintain purchase order records, cemetery records, all employee records and filing of all supplemental material.

Responsible for getting all bills approved, preparing warrants and recording the transactions to the appropriate accounts. Issuing accounts payable checks for Treasurer signature and mailing them.

Prepare weekly payroll, including all deductions, direct deposits, and withholdings. Filing of all quarterly and yearly payroll related reports. Process w-2, w-3 and 1099's for end of year. Acts as a confidential employee for HR practices. Maintains employee files and handles the Drug Testing Program for the Public Works Department.

Maintain general and subsidiary records according to established classifications involving a considerable range of accounting methods; posts entries from supporting records; balances against other records, and performs all trial balances. Maintain TIF payment records and oversee the return to tax payer.

Prepare all necessary reports sent to Federal and State agencies, the Internal Revenue Service, the Selectmen and Town Manager. Process a wide variety of survey documents regarding the Town's finances.

Assist the Town Manager in the annual budgeting process. Considerable knowledge of software program is needed to create the budget and manage the chart of accounts.

Handle all insurance related business including workers compensation claims, property casualty claims and OSHA recording. Maintain a certificate of insurance file for required vendors. Safety Coordinator for monthly/annual meetings.

Reconcile all Funds and Trust/Investment Fund accounts to their respective cash accounts. Reconcile all bank accounts, outstanding checks and prove to respective cash accounts, posting all monthly activity to appropriate funds. Reconcile credit card transaction through third party administrator (Merchant Services).

Maintain ICMA records posting on-line deposits weekly regarding the payroll contributions. Also maintain Paymode records, posting all on-line deposits to their respective revenue account. Post Rapid Renewal Excise deposits and Boat Excise deposits that are maintained by the Tax Collector and Town Clerk.

Prepare all records annually for the audit process; work with audit firm to complete the necessary field work to complete the final audit. Make any adjustments to the general ledger per the final audit.

Assist with the management of grant funds and maintain records of the expenditures and revenues pertaining to the grants.

Assist Recreation Director with hiring staff for recreation programs.

Maintains cemetery records including perpetual care, sale of lots and general inquiries regarding cemeteries.

Works with Tax Assessor on committing yearly Tax Commitment

Works with Tax Collector on balancing RE & PP account monthly

Handle a variety of request from the public regarding taxes, tax maps and general information.

Trouble shoots computer software issues, along with other office equipment. Example: photo copier, fax machine, telephone system, etc. In addition to working with the IT department to ensure that computers are upgraded and working properly. Oversees ordering of office supplies.

Performs related work as may be required.

### ***Requirements of Work***

Considerable knowledge of bookkeeping and accounting principles and practices, particularly as applied to governmental accounting. Knowledge of GAAP and GASP as applied to governmental accounting.

Considerable knowledge of modern office practices, procedures and equipment.

Knowledge of or the ability to learn the operating procedures of the Town's computer system.

Ability to exercise judgment and initiative in analyzing and evaluating accounting problems, and in developing or recommending modifications and improvements in existing account procedures.

Ability to analyze cash flow and investments.

Ability to perform complex accounting work accurately and rapidly.

Ability to draft accurate, concise reports dealing with the financial status of the Town for various agencies and officials.

Ability to work with the auditing firm to perform the annual Town audit.

Ability to establish and maintain effective working relationships with other employees and the public

Ability to maintain detailed records and prepare reports

Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances and the State regulations relating to the operation of the office and the ability to communicate it to office staff and public.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

### ***Desirable Experience and Training***

Considerable experience in bookkeeping and accounting work of a progressively responsible nature involving a complete bookkeeping system. High School graduation including or supplemented by course work in bookkeeping and general commercial subjects. Any equivalent combination of experience or training.

### ***Necessary Special Requirements***

Must be able to maintain all necessary state certifications

**2023 Wage Range: \$23.00 - \$25.00**