

**Position Purpose:**

Performs highly responsible, complex payroll, accounts payable, accounting and administrative services. Duties are varied and require considerable knowledge of department operations, policies and procedures; office and information management systems; performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Responsible for the payroll function for the town. Compiles, calculates, processes and distributes weekly payroll. Prints relevant reports, and makes weekly tax payment through a website. Processes employee retirement payments, maintains spreadsheets, tracking sick, vacation and holiday time, and files quarterly payroll reports.
- Compiles, processes and distributes the weekly accounts payable. Prints relevant reports and maintains appropriate files.
- Responsible for accounts receivable and receives monies from all departments, except the Tax Collector and Town Clerk. Enters information on excel spreadsheets and bundles checks in spreadsheets for the Treasurer. Mains copies of the backup data. Enters information into the software application after the deposit is made. The Tax Collector transmittal is merged into the finance software system. Additionally, enter the Town Clerk's transmittal into the finance software. Reconciles accounts and reconciles funds with the Treasurer.
- Compiles documentation on new hires, maintains employee profiles, updating wage and benefit information when appropriate. Handles human resource related work to include working with health insurance renewal and employee insurance questions, processing workers compensation claims and medical paperwork, and other employee benefit/human resource issues.
- Processes Elderly, Disability Exemptions and Veteran Credit requests, enters information in the tax software and mails decision to the resident. Processes Intent to Cut requests and Report of Cut paperwork.
- Responsible for budget preparation work to include updating varied contract increases, preparing spreadsheets for the Selectmen and Department Heads and assists departments with expense history and calculations. Produces relevant information for the Budget Committee.
- Coordinates the publication of the annual Town Report with staff personnel, as well as information for the deliberative session.
- In conjunction with the Administrative Assistant to the Board of Selectmen, performs twice yearly merge of the assessing system and the tax billing; creates tax warrant and forwards the warrant to the Tax Collector.
- Works with auditors, compiling information and distributing requests to the appropriate department.
- Responsible for town-related financial information. Enters the town approved budget into the accounting software and creates and enters all adjustments and journal entries.
- Tracks and maintains information on grants and donations.
- Works with the Tax collector and Assessing to merge information needed for both functions.
- Compiling a book of Town Meeting minutes and voting ballots for improved research access.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School Diploma. Associate's Degree preferred; Three to five, 3 – 5 years of payroll, accounts payable, and accounting experience or related field preferred; experience working with computers; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

*Knowledge:* Knowledge of various bookkeeping functions; familiarity with accounting software and related requirements practices and terminology. Knowledge of departmental operations. Familiarity with accounts payable and payroll functions. Working knowledge of software applications.

Knowledge of the functions of municipal government, general understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

*Ability:* Ability to communicate effectively and tactfully with staff and the public, ability to make relatively complex mathematical computation; and, analytical ability. Must be able to operate a computer with intermediate to advanced skills when using software programs, database, spreadsheets and other software as required by the position. Ability to maintain and create spreadsheets and records. Ability to use automated accounting systems.

*Skills:* Excellent organizational skills. Excellent written and verbal communication skills. Proficient computer skills and accounting skills; interpersonal and problem-solving skills.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

**Supervision:**

*Supervision Scope:* Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

*Supervision Received:* Works under the direct supervision of the Town Administrator.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

- Interacts with other town departments, vendors, the general public, DRA, and town officials.
- Has access to department-related confidential and/or sensitive information including personnel records.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for the town.

*(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*