

## ACCOUNTING ASSISTANT/SECRETARY

### Definition

Accounting, clerical, and secretarial work in assisting the Town Accountant to maintain detailed financial records; all other related work as required.

### Supervision

Works independently under the general direction of the Town Accountant.

Performs responsible accounting duties requiring the use of judgment and analysis within the framework of prescribed policies and in accordance with standard municipal accounting practices.

### Job Environment

Performs duties under typical office conditions; work environment is quiet.

Operates computer and related office equipment; operates calculator, typewriter, fax, duplicator and other standard office equipment.

Has constant contact with Town employees, vendors, computer companies, and banks in person and by telephone regarding accounts payable, various reports, budgets, payroll and computer trouble shooting.

Considerable effort required to detect errors which could be costly to correct and could adversely affect budget control.

### 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.)*

Assists with processing the Town's payroll; reviews payrolls of Town and School departments; prepares warrant with the Town Accountant's approval; collects and calculates weekly payroll for each department.

Maintains all accounts payable files; scrutinizes all accounts payable invoices for Town departments; verifies charges against bids or quotes; makes calls on questionable invoices, charges or past due balances; compiles and enters all accounts payable invoices for Town departments and prepares them for review and approval by the Town Accountant and Board of Selectmen; reconciles departmental budget balances to avoid overdrafts.

Prepares schedule of payments for inclusion on warrant; processes invoices through accounts payable system for payment on warrant; inputs data into the computer; runs computerized lists for the Town Accountant's review.

Posts all transactions and prepares warrant list.

Assists the Town Accountant in the administration of the Town's computer system; performs minor repairs and maintenance to computer system(s); contacts computer companies to resolve problems.

Coordinates and responds to requests for information from other Town departments and provides assistance as required; responds to telephone and in-person inquiries; confers with health and life insurance carriers.

Prepares workers' compensation reports for submission to risk management agency; submits related medical bills and paperwork to agency, as required; maintains workers' compensation records and files.

Compiles various State reports, including fuel tax returns, quarterly and monthly employment reports, and annual vendor reports; enters fiscal year-end reports and other reports prepared by the town accountant onto the computer.

Performs a variety of clerical/secretarial functions including typing of correspondence, reports and other data on computer equipment; calculates various accounting reports, such as telephone usage, reimbursement reports, etc.

Performs similar or related work as required or as situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Associate's Degree with courses in bookkeeping, accounting and computers; three years experience in municipal fund accounting and computer work; or any equivalent combination of education and experience.

### **Knowledge, Ability and Skill**

*Knowledge.* General knowledge of accounting and bookkeeping principles and practices. Working knowledge of the organization and operation of Town departments. Extensive expertise in computer hardware and software applications pertaining to municipal finance.

*Ability.* Ability to resolve routine computer problems in an efficient and effective manner. Ability to maintain complex records and prepare reports from such records. Ability to work well with employees in all departments.

*Skill.* Skill in all of the above listed tools and equipment. Skill in working with numbers.

#### **Physical Requirements**

Ability to operate a keyboard and calculator at efficient speed, and to sit at a computer for long periods of time. Moderate physical effort required periodically when performing computer hardware repair work. Frequently required to stoop, and bend, when trouble shooting computers. Eyesight at or correctable to normal ranges.

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