

## ACCOUNTING ASSISTANT/ACCOUNTS PAYABLE

### **Position Purpose:**

Highly responsible position in a fully automated accounting office to include: budgetary accounting, data processing, accounts payable and general administrative work in an accounting environment; performs all other related work as required.

### **Supervision:**

*Scope and Judgment:* Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under general supervision of the Assistant Town Accountant, following department rules, regulations and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Refers all questionable cases to supervisor.

### **Work Environment:**

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.

Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.

Makes frequent contact with town department staff. May have contact with the public, vendors, and outside agencies and organizations.

Employee may have access to departmental confidential information.

Errors could result in delay, financial loss to the town, and loss of service.

### **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.)*

Reviews and verifies bills payable vouchers; obtains supportive documentation from departments as required; enters data into the computer and verifies balances. Ensures that accounts payables are in balance before running warrant.

Provides customer service by answering questions both in person or by telephone; provides information relative to departmental procedures; refers individuals to appropriate source as required.

Verifies that funds are available for payment of invoices by department. Ensures that invoices submitted are originals.

Ensures that all bill vouchers are signed by the appropriate authority or authorities.

Verifies that vendor ID numbers and remit addresses are correct.

Ensures that contracts are in place and that the bid process is followed and invoices submitted for payment are in compliance with said contracts and bids.

In case of reimbursements to individuals, makes sure that all proper documentation accompanies the request for payment.

Gathers information and files periodic standard reports.

Receives, records, monitors, verifies and processes all accounts payable invoices for payment.

Insures the timely preparation and payment of all department expenses.

Maintains files of town expenditures and invoices and payment authorizations.

Provide information as required to Town and School departments with respect to bills; responds to the general public on routine accounting office matters.

Creates spreadsheets to track recurring expenses and to maintain multiple accounts to a single vendor.

Maintains relationship with vendors to ensure resolution of issues in a timely and courteous manner.

Accountable for all financial transactions dealing with town appropriations. Tracks financial transactions daily, weekly, and monthly and posts the appropriate financial ledgers. Accountable for monthly, quarterly, and yearly town, state, and federal reports.

Post and process property tax and motor vehicle excise tax refunds through the town accounts payable warrant process.

Assists in all areas of Accounting Department as necessary including payroll and records maintenance.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school diploma supplemented with courses in accounting, bookkeeping, and computer operations; two years of experience in bookkeeping and/or accounting work, preferable in municipal government; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of office procedures, practices and terminology. Thorough knowledge of departmental operations. Familiarity with accounting principals and procedures. Knowledge of the operation of computer software applications.

*Ability:* Ability to communicate effectively and tactfully with staff and the public. Ability to compose correspondence. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Analytical ability. Must be able to operate a personal computer and display intermediate to advanced skill when using software programs for word processing, database, spreadsheets and other software as required by the position. Ability to maintain and create spreadsheets and records. Ability to use automated accounting systems, MUNIS preferred.

*Skill:* Excellent customer service skills. Strong mathematical skills. Strong organizational skills. Skill in all of the above listed tools and equipment.

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.*

While performing the duties of this job, the employee is frequently required to sit, talk, 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 lifts and/or move objects weighing up to 15 pounds; infrequently lifts/pushes boxes with documents up to 35 pounds. Vision and hearing at or correctable to normal ranges; close vision for working with numbers. This position requires the ability to operate a keyboard and calculator at efficient speed.

*(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.)*