



Town of Sudbury

Dept. of Public Works

275 Old Lancaster Road
Sudbury, MA 01776
(978) 440-5421; (978) 440-5451 fax
I. William Place, DPW Director/Town Engineer

ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

TOWN OF SUDBURY

Position Posting

Accounting Administrative Assistant

Department of Public Works

35 hours per week

The Town of Sudbury is seeking highly responsible and qualified applicants for the position of DPW Accounting Administrative Assistant. The position requires competence in accounts payable, payroll, data processing and maintenance of data bases. Successful candidates will possess excellent computer skills; be proficient/extremely accurate in record keeping; and have exceptional customer service skills. Preference will be given to applicants with Municipal experience. Candidates must meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR.

Starting Salary range is \$19.62 to \$21.19 per hour; excellent benefits. Send letter of interest and resume to: I. William Place, DPW. Director, 275 Old Lancaster Road, Sudbury, MA 01776 or by e-mail to PlaceB@sudbury.ma.us. Resumes accepted until May 5, 2014. AA/EOE

See detailed Job Description Below.

DPW ACCOUNTING ADMINISTRATIVE ASSISTANT

Definition

Highly responsible position performing general administrative work for five separate departments under the Department of Public Works. Includes accounts payable, data processing, payroll computation and verification, maintaining departmental data bases for roadwork and other construction related work.

Distinguishing Characteristics

Appointed by the Director of the DPW on the recommendation of the Officer Supervisor. Works under the general supervision of the Office Supervisor with additional guidance from the department's Management Analyst.

Under the pressure of absolute deadlines, performs a variety of important duties, including careful scrutiny and processing of a heavy volume of invoices and vouchers for five departments in preparation for production of accounts payable warrants. Requires the exercise of judgment in situations not clearly defined by precedent or established procedures. Sound judgment and maturity is needed when making decisions as to what must be brought to the attention of the Management Analyst or handled directly with the Department Head.

Errors and poor performance could result in missed deadlines, incorrect accounts payable, confusion and the improper expenditure of Town funds.

Frequent contact with all Town departments, and daily interaction with Town residents. Improper judgment could cause delay and confusion and result in adverse publicity.

Examples of Work

Review and verify all departmental invoices and prepare for submission to Accounting with supporting documentation as required. Enter data into computer and verify balances through vendor statements. Work closely with vendors to resolve any discrepancies in invoicing.

Under the direction of the Management Analyst and Head Mechanic, prepare and maintain vehicle inventory for DPW fleet of over 45 vehicles, including maintaining proper registration and title information for each vehicle for required reporting of Town assets. Interface regularly with the Registry of Motor Vehicles, Town insurance carrier and vendors regarding required documentation and reporting.

Submit legal advertisements and public notices to local newspapers for hearings and for auctions of surplus vehicles.

Organize and process paperwork annually for outside snow plow contractors.

Examine payroll documentation and calculate biweekly payroll for all departmental personnel.

Assist Cemetery Foreman with planning and coordination of funerals by communicating plans among funeral directors, monument vendors, the Cemetery Foreman and residents. Requires particular sensitivity and tact when dealing with the bereaved.

Maintain spreadsheets and scheduling for various roadwork projects, and act as liaison between Foreman and Town residents. Also assist all parties in complying with dig safe requirements and in securing proper street opening permits.

Interface on a daily basis with Town residents, requiring the exercise of patience and tact at all times. Assist the Department's Secretary with handling telephone calls, particularly during times of high volume such as snow emergencies. Also assist in handling requests from residents, such as transfer station stickers, etc. at the office counter. Type and file departmental correspondence as necessary.

Order materials as requested by Head of Operations, Foreman and Management Analyst.

Work extensively with the Town's computer system. Communicate with software support personnel regarding software problems.

Create and maintain efficient methods of tracking departmental data and information. This requires extreme accuracy and attention to detail.

Perform other related duties as required.

Minimum Education and Experience

High School diploma with three years experience in processing invoices, preferably in a municipal setting. Experience performing very detail oriented tasks and working with figures.

Knowledge, Ability, Skill

Working knowledge of office procedures and machines. Proficiency working with spreadsheets, word processing software and adding machines. Familiarity with town government operations. Ability to communicate effectively and deal tactfully and appropriately with the general public, town officials and town employees.