

ACCOUNTING ASSISTANT/PAYROLL & ACCOUNTS PAYABLE

Position Purpose:

Highly responsible position in a fully automated accounting office principally involved with processing of payroll, budgetary accounting, data processing and accounts payable including maintaining database for employee benefits and administrative work and recordkeeping in an accounting environment; performs all other related work as required.

Supervision:

Scope and Judgment: Performs varied highly responsible duties requiring extreme accuracy and discretion, and the exercise of initiative and independent judgment.

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 regular contact with department heads, employees, retirees, town and school personnel offices, school payroll office, insurance carriers, consultants and vendors.

Access to confidential information is limited to employee personnel records.

Errors could result in delay and confusion, inaccurate employee payroll and benefit records and have legal repercussions. Errors could also result in 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.

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.

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

Assists with the preparation, re-examination and processing of bi-weekly payroll for all town and school employees. Calculates deductions for benefits for payroll entry. Processing includes biweekly payroll and preparation of annual W-2 documentation of earnings.

Processes salary and deduction changes for all employees; processes all address corrections.

Provides information and answers questions and concerns from employees regarding payroll. Provides appropriate forms and paperwork upon request. Investigates inquiries from employees regarding payroll-related matters; solves problems; calms and consoles employees as appropriate.

Distributes payroll reports to each department.

Sets-up new employees in computer system. Enters data into computer system to process payrolls. Enters and verifies deductions, taxes and rate changes. Applies union contract provisions. Processes and verifies checks and reports.

Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Maintains database of employee benefits and reconciles vendor billings and employee contributions where applicable for life insurance,

Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.

Prepares and generates special forms and documentation, including monthly, quarterly and year-end reports including reports for State, reports for Auditors, departmental records, and payroll processing forms. Prepares various reports for U.S. Department of Labor; employment statistics, worksite report, etc.

Researches employment dates and salary information for retirement board and for employee buy back time.

Tracks and pays stipends and other contractual pay.

Maintains personnel records including confidential information.

Completes employee forms such as verification of employment forms, unemployment forms, workers' compensation forms, and social security forms.

Records data concerning transfer of employees between departments.

Reconcile and voucher all life insurance bills. Maintain spreadsheets showing school, town, and retirees' information.

Enter and reconcile vacation/sick accruals for the Town.

Check unemployment website and process inquiries about claims and contact School about their employees.

Enter noncash fringe benefits to payroll such as work vehicle usage and clothing allowances.

Verify rates and times on comp sheets from the School by checking for accuracy against contracts. Determine correct pay codes.

Verify that month-end payroll deductions balance and process payments to correct.
Compiles reports for estimated retirement.

Performs clerical duties including maintaining files, faxing, photocopying, and collating.
Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials.

Serves as back-up to related bookkeeping/accounting clerical positions.

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.

Gathers information and files periodic standard reports.

Assists in all areas of Accounting Department as necessary including payables 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; computerized payroll preparation experience helpful; 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. Thorough knowledge and experience with payroll preparation; municipal experience preferred. Knowledge of internal control procedures and bookkeeping. Familiarity with federal and state laws concerning payroll. Familiarity with the regulations affecting retirement systems and knowledge of town-wide benefit and personnel policies.

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 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 must occasionally lift and/or move objects weighing up to 10 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.)