



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

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Asst. Town Manager/HR Director

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Town of Sudbury
Accounting Assistant
Payroll and Accounts Payable

The Town of Sudbury seeks a qualified individual for the position of Accounting Assistant (35 hours per week) reporting to the Assistant Town Accountant. Responsible for accounts payables and assisting with payroll, including a variety of projects related to the accounting and financial operations of the Town. Work demands accuracy, attention to detail, analytical skills and the ability to meet deadlines. Experience in Accounts Payable and Payroll in an accounting environment desired. Municipal and MUNIS experience, along with familiarity with Excel, preferred.

Candidates must meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR.

Expected starting Salary range is \$46,684 to \$50,408, depending on qualifications (full range to \$59,091); excellent benefits. Send letter of interest and resume to Dennis Keohane via email at KeohaneD@sudbury.ma.us on or before Thursday, March 31, 2022 at noon. AA/EOE

See attached for complete job description.

ACCOUNTING ASSISTANT/PAYROLL & ACCOUNTS PAYABLE

Position Purpose:

Highly responsible position in a fully automated accounting office principally involved with processing of Accounts Payable and in addition providing support and backup for the Payroll Coordinator; 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.

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 and all other standard office equipment.

Makes regular contact with department heads, employees, retirees, town and school personnel and vendors.

Access to confidential information including vendor and employee personnel records.

Inaccurate employee payroll and benefit records may have legal repercussions. Errors could 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.

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.

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

Assists with various payroll procedures which may include the preparation, re-examination and processing of bi-weekly payroll for all town and school employees; calculation of deductions for benefits for payroll entry; preparation of annual W-2 documentation of earnings; and processing address corrections.

Assists with providing information and answers to questions and concerns from employees regarding payroll. Provides appropriate forms and paperwork upon request. Investigates inquiries from employees regarding payroll-related matters; solves problems.

Distributes payroll reports to each department.

Providing support to the Payroll Coordinator may include set-up of new employees in computer system; entering data into computer system to process payrolls; entering and verifying deductions, taxes and rate changes and processing and verifying checks and reports.

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

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. 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 preferred.

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.)