

**Accounting Administrative Assistant**  
**Department of Public Works**  
**35 hours per week**

The Town of Sudbury seeks a qualified and experienced individual for the position of DPW Accounting Administrative Assistant to perform general administrative work. The position requires competence in accounts payable, data processing, payroll, and maintaining departmental databases. 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.

Minimum qualifications: High School diploma with three years' experience in working with figures, processing invoices, and performing detail-oriented tasks.

Candidates must meet minimum requirements contained in job description posted on the Town's website at <http://sudbury.ma.us/departments/HR>. *Starting salary* range: \$25.58 to \$28.70 per hour (with full range to \$33.65); excellent benefits. Send letter of interest and resume via email to [NasonD@sudbury.ma.us](mailto:NasonD@sudbury.ma.us) by Tuesday, November 21<sup>st</sup> at noon.  
AA/EOE

See detailed Job Description below.

## ADMINISTRATIVE ASSISTANT (ACCOUNTING DPW)

### **Position Purpose:**

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.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative. Operates with a moderate to high degree of independence over specified, standardized activity areas, refers only highly unusual or technical problems to supervisor for decision.

*Supervision Received:* Works under the general supervision of the Director of Public Works with additional guidance from the department's Management Analyst.

*Supervision Given:* None.

### **Job Environment:**

A majority of work is performed under typical municipal office conditions; noise level is moderate.

Regularly operates computers and peripherals, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with town employees, town officials, state/local agencies, and the general public. Contacts are in person, in writing, and by telephone and usually involve the provision of information of a technical or factual nature to the public or interested parties.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations or compliance to departmental policies, procedures and methods.

Has access to limited department related confidential information.

Employee may be required to work beyond normal business hours to address emergency situations.

Errors could result in significant confusion and delay, loss of department services, possible adverse public relations and have financial repercussions.

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.

**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.)*

Examine payroll documentation and calculate biweekly payroll for all departmental personnel. Track and maintain data base for all accrued time i.e., vacation, sick and compensatory time.

In the absence of the Department Assistant, 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 Director of Operation, prepare and maintain vehicle inventory for DPW fleet, 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. Review and track hours for snow plow contractors. Review and process all invoices submitted by snow plow contractors.

May be required to interface with 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 Assistant 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.

Maintain database and scheduling for various street light projects, including pole light transfers and light outages. Works as a liaison between residents and street light contractor.

Maintain efficient method of tracking CDL licensing/Hoisting Licensing and required medical exams for licensing.

Works as a liaison between DPW employee and Accounting department. This requires extreme attention to detail and accuracy.

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

Maintain database on invoicing for “pay per throw” trash program, including accounts receivable and reporting to accounting.

Perform other related duties as required.

### **Recommended Minimum Qualifications:**

#### Education, Training, 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 and Skill

##### *Knowledge:*

Thorough knowledge of office procedures, practices and terminology. Knowledge of state regulations and laws pertaining to the department. Knowledge of municipal finance. Knowledge of office equipment and the operation of computer software applications, particularly word processing, spreadsheet, database, email and internet. Strong knowledge and proficiency with specialized municipal software, procedures and practices required for administration of financial management and purchase order systems. Familiarity with town government operations.

*Ability:* Ability to communicate effectively and deal tactfully and appropriately with the general public, town officials and town employees. Ability to communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to multi-task effectively and work within time lines. Ability to respond with tact and courtesy when dealing with the public.

*Skill:* Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management 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.*

The employee is required to: interact and communicate frequently and effectively with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 10 pounds.

*(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.)*