

# Bookkeeper

Weekly Hours: 40	Hourly: X	Union: X	Non-Union:
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## **Position Overview:**

Responsible for performing comprehensive financial and accounting work for the Town, including administrating the Town's operating budget and operating the computerized accounting system.

## **Supervision Received:**

Work under the general supervision of the Town Administrator who is consulted concerning overall fiscal administrative policy decision, budget preparations and unusual problems. Duties are performed independently using generally accepted accounting principles, State and Federal regulations and Town Ordinances. Work is reviewed through internal and external audits.

## **Supervision Exercised:**

None.

## **Principal Duties & Responsibilities:**

- Weekly payroll processing from reviewing accuracy of the time sheets to preparing the Manifest;
- Filing weekly and quarterly taxes;
- Weekly accounts payable processing from reviewing invoices, data entry to preparing the Manifest;
- Invoicing Police details and keep record of payments;
- Preparing deposits for the Town Clerk's office;
- Filing;
- Familiar with all the Union contracts regarding payroll and benefits;
- Reconciliations of property taxes, payroll liability accounts, accounts payable, and special funds;
- Reconcile fuel reports, post expenses to the individual department and the school;
- Human resources including intake interviews with new employees explaining benefit packages and New Hampshire Retirement System;
- Entering new employees in the MuniSmart system and maintaining their files;
- Track all earned time used and maintain monthly and yearly usage;
- Tracking the utilities monthly;
- Assist Finance Director with budgets and various projects as needed;
- Upload the monthly expenses and revenues online to intranet;

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- Provides backup for front desk, answering phones and greeting customers.

**Qualifications & Skills:**

- Thorough knowledge of generally accepted accounting principles;
- Thorough knowledge of municipal and State laws, rules and regulations that apply to Town finances;
- Thorough knowledge of MuniSmart (computerized accounting system for municipalities);
- Thorough knowledge of Microsoft Word and Microsoft Excel;
- Knowledge of modern office equipment, including computers;
- Ability to read, interpret and prepare financial reports and statements;
- Ability to make mathematical calculations rapidly and accurately;
- Ability to analyze cash flows and expenditures;
- Ability to keep accurate records and to effectively communicate verbally and in written form.

**Minimum Qualifications & Skills Required:**

- A college degree, either Associate's or Bachelor's with specialization in accounting, finance or related field experience in municipal accounting;
- Three (3) years of progressive experience in municipal accounting;
- Possess a valid driver's license;
- Must be reliable and dependable;
- Ability to make entries in and maintain logs, and complete basic reports;
- Be courteous and punctual;
- Must be professional in appearance;
- Ability to establish and maintain effective working relationships with other Town officials, Town employees, State and Federal authorities, subordinates, contractors, and the general public;
- Or any equivalent combination of education and experience with demonstrates possession of the required knowledge, skills and abilities;

**Physical Activity/Cognitive/Sensory Requirements:**

- May be regularly required to exert physical effort, e.g., lifting and carrying materials (over 20 lbs.);
- Talking: Necessary for communicating with others;
- Hearing: Necessary for taking instructions and receiving information;
- Sight: Necessary for doing job effectively and correctly.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as agreed/negotiated to meet the ongoing needs of the department and/or Town of Pelham.*