



Job Title: Finance Assistant
Department: Finance

FLSA Designation: Non-Exempt
Pay Classification: 14

1. JOB SUMMARY

- 1.1 This position provides assistance in support of town financial accounting functions, including payroll, accounts payable, tax billing and collection, and cash receipts.

2. MAJOR DUTIES

- 2.1 Processes town payroll; reviews timesheets and timecards; enters hours worked; prepares a variety of reports; prints paychecks and processes electronic transfers.
- 2.2 Assists in coordinating town FEMA claims; completes required reports; maintains detailed, ongoing summary spreadsheets.
- 2.3 Processes accounts payable; verifies vendor invoices and statements; enters invoices into computerized module; prepares related reports; prepares payments; maintain related files and records.
- 2.4 Receives and processes receipts from the Town Transfer Station; counts cash and checks; reloads sales bag with appropriate change, documents, and trash coupons; reconciles receipts; enters results into electronic database.
- 2.5 Receives and processes property tax payments; issues receipts; inputs payment data.
- 2.6 Prepares and distributes delinquent tax notices.
- 2.7 Processes bank deposits.
- 2.8 Collects and distributes mail.
- 2.9 Answers telephone; provides information and assistance; takes messages; answers queries related to tax payments; distributes tax bills.
- 2.10 Performs related duties.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of generally accepted accounting principles.
- 3.2 Knowledge of department and town policies and procedures.
- 3.3 Knowledge of banking procedures, including online banking.
- 3.4 Knowledge of computers and job related software programs.
- 3.5 Skill in the analysis of problems and the development and implementation of solutions.
- 3.6 Skill in the preparation of clear and precise reports.
- 3.7 Skill in oral and written communication.

4. SUPERVISORY CONTROLS

- 4.1 The Finance Director assigns work in terms of general instructions. The Director reviews completed work for compliance with procedures and the nature and propriety of the final results.

5. GUIDELINES

- 5.1 Guidelines include town policies and procedures and job-related software manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of related duties in support of the town's financial operations. Strict regulations and the need for accuracy contribute to the complexity of the position.
- 6.2 The purpose of this position is to provide assistance for the town's financial operations. Success in this position ensures the efficiency and accuracy of town financial operations.

7. CONTACTS

- 7.1 Contacts are typically with co-workers, taxpayers, vendors and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, or to resolve problems.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light or heavy objects.
- 8.2 The work is typically performed in an office.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 None.

10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with an associate degree, at minimum.
- 10.2 Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 10.3 Ability to be bonded.