



Job Title: Finance Assistant

Pay Classification: 14

JOB SUMMARY

The Finance Office coordinates with all Town departments regarding financial transactions and reporting. The Staff Accountant provides assistance in support of town financial accounting functions, including payroll, accounts payable, tax billing and collection, and cash receipts.

DUTIES AND RESPONSIBILITIES – majority of duties but not meant to be all-inclusive or prevent other duties from being assigned as necessary.

- Processes town payroll; reviews timesheets and timecards; enters hours worked; prepares a variety of reports; prints paychecks and processes electronic transfers.
- Assists in the grant administration process; collates backup and ensures financial requirements are met.
- Processes accounts payable; verifies vendor invoices and statements; enters invoices into computerized module; prepares related reports and warrants; prepares payments; maintains related files and records.
- Receives and processes receipts from the Town Transfer Station; counts cash and checks; maintains cash on hand, documents, and trash coupons; reconciles receipts; enters results into electronic database.
- Receives and processes property tax payments; issues receipts; inputs payment data.
- Prepares and distributes delinquent tax notices and revised tax bills.
- Processes bank deposits.
- Greets the public; answers telephone; corresponds via email; provides information and assistance; takes messages; answers queries related to tax payments; distributes tax bills.
- Performs general office duties such as maintaining office supplies, filing, copying, scanning, etc.
- Coordinates with Human Resources; maintains employee payroll records.
- Performs related duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of banking procedures, including online banking.
- High level of interpersonal relationship and communication skills to engage with Town employees and the public.
- Ability, with support from supervisor, to manage workflow in a dynamic working environment with frequent interruptions.
- Knowledge of Department and Town policies and procedures.
- Ability to work independently and as a member of a team.
- Skill in time management and the ability to meet deadlines.
- Knowledge of employee and customer relationship principles.
- Knowledge of computers and job-related software programs (Microsoft Office software).
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communications.

PHYSICAL DEMANDS/ WORK ENVIRONMENT – 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 essential functions.

- 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.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- The Staff Accountant works under the supervision of the Finance Director.
- This position does not have supervisory or management responsibilities.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of accounting, in addition to an associate degree or experience and skills typically associated with an associate degree.
- 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.
- Ability to be bonded.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

Approved: Brennan Duffy, Town Manager
Effective: March 2025