

Scituate, Massachusetts

Position Title: Bookkeeper-Senior Clerk Accounting

Statement of Duties

Performs administrative, accounting and personnel services assisting the Finance Director/ Town Accountant and Assistant Town Accountant in the maintenance and processing of all Town financial records, accounts, contracts and policies, and transactions; performs all other related work as required.

Supervision

Works under the general administrative direction of the Finance Director/Town Accountant. Works in accordance with Massachusetts General Laws in accordance with the Uniform Municipal Accounting System (UMAS) method of accounting as well as departmental rules, regulations and policies requiring the ability to plan and perform operations.

Performs responsible functions of a routine but technical nature at times requiring the exercise of judgment and initiatives to insure that all reports and financial details conform to law and professional standards. Employee is required to work independently in order to complete assigned tasks according to prescribed time schedule, periods, and deadlines. Employee plans and carries out regular work in accordance with state and federal law and previous training. Employee has access to confidential information related to employee files.

Job Environment

Work is performed under typical office conditions. Operates a variety of office equipment, such as personal and main frame computer system, calculator, copier, fax and telephone. Work is completed within specific, and sometimes short, deadlines and in an accurate and detailed manner. Environment can be high-pressured during budget and fiscal year-end cycle.

Employee has limited contact with the public. Frequent contact with town personnel. Contact is by telephone, in person and email. The purpose of contacts is to obtain or provide information, resolve questions and concerns pertaining to the administrative aspects of accounts payable and payroll.

Errors could result in monetary loss, inaccurate reporting.

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.

Performs a variety of bookkeeping and basic accounting tasks including the processing of town bills; verification of invoices for accuracy, legality and/or excessive payments and proper account coding of bills; processes departmental receipts on a regular basis.

Handle accounts payable, invoicing and purchase orders.

Receive and verify invoices for proper authorized signature(s) correct remittance addresses and accurate calculations. Check receipts for compliance with fiscal year.

Inputs departmental turnovers into General Ledger. Ready all invoices for approval and entry to General Ledger. Organizes weekly remittances to Treasurer's Office.

Review all school and cafeteria warrants for compliance and accuracy.

Assists other departments in the application of BudgetSense and accounts payable processes.

Maintains and generates reports relative to certain town services or departments.

Maintains office inventory of supplies; orders when needed.

Processes warrant in the absence of the Financial Director/Town Accountant or Assistant Town Accountant.

Maintains a comprehensive alpha numeric filing system for all vendors.

Responsible for maintaining a spreadsheet for all town utility payments.

Recommended Minimum Qualifications

Education and Experience

High School diploma, GED. Associates Degree strongly desired. Two (2) to three (3) years' experience in business or accounting field preferred. Any equivalent combination of education and experience that enables performance of all aspects of the position.

Special Requirements

Knowledge, Ability and Skill

Knowledge

Thorough knowledge of office procedures. Knowledge of office software systems involving accounting, and Microsoft applications including Excel or Access, Word, UMAS chart of accounts, bookkeeping practices, and budgetary functions. Working knowledge of various financial software applications. Knowledge of state procurement laws. Familiarity and knowledge of federal and state law, town bylaws and policies.

Ability

Ability to interact in a positive and effective manner with employees. Ability to communicate verbally in an effective manner. Ability to maintain detailed and accurate records; ability to make arithmetical computations and tabulations with speed and accuracy and to prepare accurate reports from such records. Ability to analyze accounts and to manage/organize multiple tasks in an efficient manner.

Skill

Attention to detail and strong analytical skills to work through complex calculations. Excellent organizational skills. Proficient skill in use of personal computers; particularly with financial and spreadsheet applications.

Physical Requirements

Minimal physical effort generally required in performing administrative duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift, push or pull office equipment weighing no more than 10 pounds. The employee works in a general office setting and is frequently required to stand, sit, talk, hear, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms including personal computer and standard office equipment. Employee must be able to hear normal sounds and distinguish sound and voice patterns, and communicate regularly with others. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perceptions and discrimination and may include use of protective devices.

