

Ass't. Bookkeeper

Job Description

JOB TITLE: PT Union Ass't. Bookkeeper

SUPERVISOR: First Selectman

Purpose of Job:

The assistant is responsible for assisting the Chief Financial Officer for the Town of Harwinton with payroll, accounts receivable, accounts payable, recording of purchase orders, journal entries, weekly, monthly, and yearly controls, audits requirements and year end procedures. This position will also aid in State Compliance, benefit and grant administration, maintaining all funds and any other related duties as assigned in accordance with U.S., Generally Accepted Accounting Principles for Governments ("GAAP").

Essential Functions:

The following duties are most important for this position and the omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned:

- Prepare vouchers and assist with processing payables and payroll.
- Assist the Chief Financial Officer in all accounting tasks as designated by the CFO or First Selectman.
- Assist with printing and providing reports to the First Selectman and CFO.
- Prepare and process timesheets while maintaining a spreadsheet on time off, vacation, sick and personal days for qualifying employees.
- Assist with completing census reports and surveys as needed.
- Completing and filing various documents
- Assist with pistol permits and rentals for the First Selectman's Assistant.
- Track and process supply orders.
- Assist with website updates and phone system
- Human Resources duties as assigned

Minimum Qualifications:

A minimum of five years of experience performing computer automated accounting, budgeting, and other financially related analytical tasks. A working knowledge of GAAP and GASB standards is required. A degree in Accounting, Finance, Business or a closely related field or equivalent combination of education, training, and experience which provides the requisite knowledge, skills and ability for this job will be considered. Attention to detail, confidentiality and thoroughness a must.

Specialized Technical Skills:

Knowledge of computer hardware and software, specifically Microsoft Word, Excel and Outlook is required. Experience and knowledge of accounting software packages that include payroll, accounts payable, accounts receivable and general ledger data is highly preferred;. Salary is determined on experience; the Town of Harwinton is an equal opportunity employer.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum

ACKNOWLEDGEMENT

I _____ have read my complete Job Description and understand it completely. I also acknowledge that the job is not limited to the description and may require updating and changes to adapt to my environment. I understand exactly what my starting wage is and also have reviewed the Town of Harwinton Employee Handbook. I further understand that I will be required to attend mandatory trainings as assigned by my supervisor or First Selectman.

Print Name

Employee's Signature

Date

Supervisor's Signature

Date