

TOWN OF HARWINTON

ASSISTANT TO THE FINANCE OFFICER JOB DESCRIPTION

JOB TITLE: Assistant to the Finance Officer – Full-Time Non-Union Position

SUPERVISOR: Finance Officer

PURPOSE OF JOB:

The person is responsible for assisting the Financial Officer for the Town of Harwinton including payroll, accounts payable, accounts receivable, recording of purchase orders, journal entries, fiscal controls, audits and required year end procedures, state compliance, benefits administration, grant administration, maintaining all funds in accordance with U.S. Generally Accepted Accounting Principles (GAAP) for governments and any other related duties, as assigned.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. 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 process payables and payroll
- Assist the Finance Officer in all accounting tasks as designated by the Finance Officer or First Selectman
- Assist in printing and providing reports to the First Selectman and Finance Officer
- Prepare and process timesheets and keep reviewable spreadsheet on time off, vacation, sick and personal days
- Assist in completing census reports and surveys, as needed
- Filing and various typing
- Track and process supply orders
- Human Resources duties, as assigned

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

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 BS degree in accounting, finance, business or a closely related field is a plus. Attention to details, confidentiality, thoroughness a must.

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, and accounts receivable is a must.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands and fingers to handle or feel and reach with hands and arms. The employee must

frequently lift and/or move lightweight to moderate weight items. Must be able to lift a minimum of 50 lbs. Ability to move freely about the municipal buildings and/or grounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE:

This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other 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 levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than "at will" relationship.

ACKNOWLEDGEMENT

I _____ have read this complete Job Description titled **Assistant to the Finance Officer** 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 what my starting wage is and have reviewed the Town of Harwinton Employee Handbook.

I further understand that I will be required to attend mandatory training as assigned by the Recreation Director or First Selectman.

Print Name

Date

Employee's Signature

Date