



TOWN OF BERKLEY
JOB POSTING



POSTING: IN HOUSE OUTSIDE ADVERTISEMENT

DEPARTMENT: ACCOUNTING DEPARTMENT

POSITION: Assistant Town Accountant/Administrative Assistant

- NEW EXISTING
- FULL TIME PART TIME
- SEASONAL/SUBSTITUTE CASUAL

HOURS: 20 per week

PAY RATE: \$16.00 - \$17.00 per hour

SUBMIT: RESUME APPLICATION

TO: Alan Coutinho, Town Administrator, 1 North Main Street, Berkley, MA 02779

CLOSING DATE: UNTIL FILLED

DEPT HEAD SIGNATURE:

DATE: 8/23/18

1 North Main Street
Berkley, MA 02779

TOWN OF BERKLEY

ASSISTANT TOWN ACCOUNTANT / ADMINISTRATIVE ASSISTANT

PRIMARY PURPOSE:

Performs account maintenance duties and assists the Town Accountant/Town Administrator with the preparation of financial documents and other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are illustrations of the type of work that is 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 of the position.

Enters data and submits warrants to the Town Accountant; performs General Ledger entries and may make budget entries. Works closely with all departments in resolving invoice related and/or payment issues.

Processes W-9 forms from vendors and completes 1099 year end reporting; this includes vendor maintenance and set-up.

Prepares summaries of expenditures and balance of appropriations; sends monthly report to Town departments; prepares monthly cash, expenditure and payroll tax summaries.

Performs monthly reconciliation of various general ledger accounts using Microsoft Excel.

Coordinates and implements the retainage of Accounting Department records in accordance with the Town's and State's Record Retention laws and regulations.

Answers phone, maintains files, and performs other general office work as requested.

Provides information and assistance to Town departments and employees; as well as to the IRS, Mass Department of Revenue, and Town auditors.

Performs additional duties as required.

SUPERVISION:

Works under the general direction of the Town Accountant, following the department rules; regulations and policies; requiring the ability to plan and perform operations and independently complete assigned tasks according to prescribed time schedules.

WORK ENVIRONMENT:

Work is performed in office conditions with frequent interruptions; the nature and volume of work varies according to fiscal cycles and reporting deadlines.

The employee operates standard office equipment.

The employee has frequent contact with various constituencies pertaining to financial issues.

The employee has access to confidential and financial information about the Town and its employees. Errors could result in delay of services or monetary loss.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

High School diploma; Associates Degree preferred; three years of bookkeeping or accounting experience; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY, SKILL

Knowledge of municipal accounting policies and procedures; preferred knowledge of automated financial systems; knowledge of standard office practices and procedures; knowledge of and extremely proficient with Microsoft Excel.

Ability to interact appropriately and tactfully with all constituencies; ability to maintain accurate and detailed records; ability to work effectively under time constraints to meet deadlines; ability to work independently and prioritize tasks.

Skill and accuracy working with numbers and details; computer skills, including accounting applications; interpersonal skills; organization skills; and strong problem solving skills.

PHYSICAL REQUIREMENTS:

Minimal physical effort is required to perform most duties. The employee is required to walk, stand, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

The job description does not constitute an employment agreement between, the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change