

TOWN OF SOMERS

Position Description

Title: Accounting Associate
Department: Finance Department
Reports to: Asst. Finance Director

Supervises: none
FLSA Status: Full Time, Exempt
Bargaining Unit: N/A

Position Summary: Assist the Finance Department in accounting and financial functions including budgetary, accounting, revenue and expense, financial reporting and payroll services, in an organized, timely and efficient manner. Provide timely, accurate and high-quality service to all internal and external customers.

Major Job Duties:

Administrative/Service: Provides administrative services to support the Finance Department by providing accounting, budgetary and financial services as well as performing independent research. Trouble shoot, analyze, and assist in developing and implementing solutions for departments. Reviews and writes policies and procedures.

Technical: Operates with a high degree of accuracy and expertise – computer, including word processing, spreadsheet, and presentation software; email; internet; and website software. Develops, implements and evaluates comprehensive plans for the ongoing support and operation of department. Develops, reviews and revises policies and procedures. Responsible for Accounts Payable and Payroll. Assists in the review and development of the Annual Town Budget and Annual Audit (at the direction of the Asst. Finance Director). Maintains and updates accounts and/or records. Assists with special projects as assigned by the Assistant Finance Director or CFO. Prepares various reports, statements, summaries and schedules. Perform complex calculations. Prepares and files confidential information. Ensures high degree of confidentiality in sensitive matters. May collaborate with the development of the Capital Improvement. May be required to attend an occasional Board of Finance Meeting, and assist in the development of the Town Financial Review for public hearings. May be required to attend evening meetings of Town Boards and Committees. May handle cash in the course of performing job duties. May coordinate, account for and prepare bank deposits and prepare appropriate receipts, bank reconciliations, and journal entries for the Town ledgers. May reconcile cash/checks with cash register records. May secure cash, checks and other payment documents. May sell cemetery lots.

Teamwork: Works cooperatively with department staff members in delivery of assigned department's services to internal and external customers. Work cooperatively with department staff to prioritize and complete assignments. Works cooperatively with other departments to maintain accurate and necessary Town and regulatory records. Willingly provides support/coverage to other Town departments as necessary. Serves cooperatively as a member of the Town finance department; provides constructive input to this team's discussions and actively participates in group issue identification and resolution.

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Financial: Ensure timely and accurate administration of daily financial operations including but not limited to budgeting, payroll monitoring, capital improvement projects, purchasing, accounts payable or accounts receivable and internal controls. Assist in the development of the Town's annual budget. Monitor expenses and provide analysis and recommendations to department head on financial operations. Ensure proper internal controls are followed to meet applicable audit standards.

Qualifications:

- Bachelor's degree in Accounting.,
- 0-3 years of accounting experience in a governmental entity or municipality. Knowledge of fund accounting is highly desirable.
- Strong written and interpersonal skills required. Ability to be friendly and helpful with public, as well as organized and accurate with staff and other departments required.
- Knowledge of Fund Accounting a must.
- Thoroughly knowledgeable with budgeting and management of finances and the use of accounting principles.
- Experience with databases, demonstrated effective use of computer applications including Microsoft Office Suite - Word, Excel, Access, and PowerPoint. Spreadsheet experience is necessary.
- Knowledge of Tyler ProFund or Infinite Visions a plus.
- Proven ability to learn new functions and systems and assist in the development of others. Detail oriented, accurate, productive and flexible in a fast-paced environment with frequent interruptions.
- Maintain a high level of professionalism, initiative, and motivation. A confident self-starter who can multi-task and works well under deadlines.
- Well organized and able to work independently.
- Must be able to analyze, compare, and interpret facts and figures to make sound judgments.

Physical Requirements:

This position is primarily situated in an office environment, with walking to and from other department locations. At times the environment may have extensive customer traffic, distractions and noise. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour;
- Work with a computer, scanner, facsimile machine, copier, electronic adding machine, and a telephone, or sit and listen to information for periods in excess of one hour;
- Tolerate a moderately noisy office environment;
- Intermittently lift up to 25 pounds of office supplies;
- Stand, lift, reach and bend to store and access records and files in the course of maintaining records and providing service to customers and support to the department within the office environment.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.