

TOWN OF SOMERS

Position Description

Title: Assistant to the Treasurer
Department: Finance
Reports To: CFO/Treasurer

Supervises: None
FLSA Status: Full-time, non-exempt
Bargaining Unit: NA

Position Summary: Provides accurate, timely and high-quality assistance to the CFO/Town Treasurer in the recording of town moneys received and disbursed, and outstanding customer service to all internal and external customers.

Major Job Duties:

Administrative/Customer Service: receives, organizes, researches, processes, submits for approval, distributes and files all accounts payables. Maintains vendor information including W-9 and tax exempt forms. Receives and records monies from various departments. Administers ambulance fund billing and receipts from insurance companies, including recording of transactions. Prepares, records and makes bank deposits. Administers police outside services billing and collections process; generates invoices, follows up on receipt of payments. Serves as web site liaison to Cemetery and Cultural Commissions. Processes sale of all cemetery plots; prepares and records deeds, processes, collects and follows up on bills, maintains all cemetery records. Receives telephone and e-mail inquiries; researches and responds in a timely and accurate manner, provides forms requested and necessary to process financial transactions. Provides administrative support to the CFO and Board of Finance, including audit preparation and annual report preparation. Answers phones and accurately records and conveys telephone messages to CFO.

Technical: Operates with a high degree of accuracy and expertise – computer, including word processing, spreadsheet, database and presentation software; email; internet; and website software. Operates proprietary financial software for recording and processing of majority of transactions. Operates, troubleshoots and orders necessary supplies and service for other common office equipment including fax machine, computer printer, copier and adding machine/calculator.

Teamwork: Works cooperatively with department staff members in delivery of financial services to internal and external customers. Receives direction from the CFO/Treasurer to determine service priorities for delivery of financial services to town departments and external customers. Works cooperatively with other departments to maintain necessary town and regulatory records. Willingly provides support/coverage to other town departments as necessary during staff shortages and/or slow seasons in the Treasurer's office. Serves cooperatively as a member of the town administrative staff; provides constructive input to this team's discussions and actively participates in group issue identification and resolution.

Qualifications:

- Two years of formal accounting/bookkeeping education; associates degree in accounting preferred.

Approved by:

Approved by:

Last Revision Date: 10/08

CFO/on file

HR/on file

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Date:

Date:

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- Two years of administrative assistant education, including computer operation, and two years of proven administrative support experience; or 3-5 years of proven administrative support experience and computer skills.
- Strong interpersonal skills for public and internal contacts.
- Strong organizational skills to coordinate and manage payables, receivables, purchase orders billing notifications and other necessary record keeping and filing systems.
- Perform secretarial and advanced word processing, spreadsheet, database and presentation functions in a timely and accurate manner utilizing current computer programs, e.g. Microsoft Office suite, e-mail and internet.
- Ability to handle several tasks simultaneously in fast-paced environment where attention to details is critical to success.
- Ability to be friendly and helpful with public, as well as organized and accurate with staff and other departments is required.
- Proficient at advanced levels with the Microsoft Office software suite (including Word, Outlook, and Excel) as well as with web browsers to accomplish internet research as necessary.

Physical Requirements:

This position is primarily situated in an office environment, with walking to intermittent visits to other department locations. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand and walk to store and access records and files in the course of providing administrative support to the department within the office environment.
- Intermittently lift 25 pounds of supplies.
- Stand, lift, reach and bend to store and access records and files in the course of maintaining files 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.

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