

JOB TITLE: FINANCE ASSISTANT

JOB SUMMARY: The Finance Assistant supports the Town's Finance Administrator in performing all operations of the Finance office, including payroll processing, accounts payable, cash management, general ledger maintenance, human resource administration and the administration of employee benefits and insurances. The position assists the Finance Administrator with annual budget preparation and the coordination of the annual audit. Other duties include maintaining various accounting and clerical records under minimum supervision as well as general assistance to the Finance Administrator and Town Administrator in furtherance of the administration of the Town.

SUPERVISION RECEIVED: Works under the direction of the Finance Administrator and the general policy direction of the Town Administrator and Select Board in accordance with NH RSAs, DRA regulations, GAAP and GASB guidelines; duties are performed in coordination with the Finance Administrator insuring consistent application of internal controls and that all municipal financial transactions conform to law, professional standards, and within established policies and procedures. The work consists of employing many different concepts, theories, principles, techniques, and practices relating to the field of government accounting and administration.

This work is subject to review through observation, reports and the results achieved.

EMPLOYMENT STATUS: Part-time (24 hours per week).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of municipal accounting and of applicable provisions of the NH RSA's.
- Knowledge of computer applications for accounting and financial management.
- Ability to analyze and interpret financial data and to present findings clearly in written and oral form.
- Ability to establish and maintain cooperative relationships with town officials and governmental representatives.
- Excellent skill in working with numbers and detail.
- Excellent analytical and communication skills.
- Excellent financial computer skills including thorough knowledge of the MS Office Suite, specifically spread sheet applications in a business environment.
- Attendance at various municipal and governmental accounting workshops.

DUTIES AND RESPONSIBILITIES:

- Processes biweekly payroll in the Town's third party payroll software and insures the accuracy of time worked, hours paid and proper application of Town personnel policies as they apply to payroll. Prepare payables related to employee payroll deductions and include in the weekly accounts payable processing.
- Assists with the monthly New Hampshire Retirement System reporting.
- Reconciles monthly invoice for medical, dental and other insurance benefits to payroll records in in preparation for timely inclusion in accounts payable processing.
- Processes accounts payables on a weekly basis and maintain associated supporting records used for budgeting and audit reference.
- Maintains accurate records of department assigned credit card transactions and payments to insure accurate and timely payments.

- Answer questions and provides instructions requiring a working knowledge of ordinances, laws, rules, regulations, department payroll, bookkeeping and office procedures.
- Assists with the monthly bank account reconciliation process.
- Maintains vendor, revenue, banking and personnel filing system, including weekly filing and annual file preparation.
- Assists with the administration of employee benefits, including maintaining financial records related to benefits.
- Assists with benefit in a complete, accurate and professional manner for new employees and with the annual open enrollment process. Reviews paperwork for accuracy and completeness.
- Create new employee records and maintains accurate records of employee pay rates, benefits rates, and payroll deductions within the third party payroll software.
- Properly maintains personnel files. Observes all confidentiality requirements in maintaining accurate employee files and benefits information.
- Maintain inventory of required forms, completed new hire packets, and another other documentation required.
- Other duties as assigned.

PHYSICAL REQUIREMENTS: Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen and hear. Occasionally may be required to lift objects up to 30 pounds. Normal vision is required.

SUPERVISION EXERCISED: Works with Finance Administrator to coordinate financial functions and processes in the Departments.

TOOLS AND EQUIPMENT USED: Computers, software, calculator, copier, fax machine, phone and other general office equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in office setting. Attendance at night meetings may be required on a limited basis. Some travel to offsite within the Town and outside of the Town (trainings, etc.) may be required.

MINIMUM QUALIFICATIONS: Associates Degree in accounting or business administration or related field; one to three years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.