

FINANCE / HUMAN RESOURCE COORDINATOR

JOB SUMMARY

Works under the direct supervision of Town Administrator. Performs complex work in accounting.

SUPERVISION RECEIVED

Reports to Town Administrator.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

1. Process bi-weekly payroll which includes auditing, posting hours, entering data into ADP, issuing checks, updating all records through journal entries, supplying Treasurer with all necessary documentation, making any necessary withholding deposits, and distributing paychecks to Department Heads and other employees.
2. Process necessary reports on a weekly, quarterly, and annual basis to Department Heads, State of New Hampshire, Social Security Administration, and Internal Revenue Service, NHRS as necessary.
3. Establish and maintain all additions/changes to personnel files, processing benefit change forms/enrollment and informing employees of benefit/rate changes.
4. Process weekly accounts payables which includes posting invoices, issuing checks, updating all records through journal entries, and supplying Treasurer with all necessary documentation.
5. Process monthly (or upon request) budgets and revenues for Department Heads, Town Administrator, and Board of Selectmen and process any adjustments.
6. Maintain all vendor files, update computer for additions/changes, and process any necessary monthly, quarterly, or annual vendor reports.
7. Maintain and analyze balance sheet and general ledger accounts for multiple town funds on a continual basis.
8. Maintain chart of accounts for general ledger, revenues, and budgetary purposes.
9. Maintain trial balance, balance monthly and annually with Treasurer, Tax Collector/Town Clerk and process all annual financial reports necessary for Town Report.
10. Coordinate year-end functions which include: preparing 1099s, closing out accounting system and preparing next year.
11. Assist the Town Administrator with the preparation of annual budgets, processing updates, writing budget report files, and processing budget reports, as requested.
12. Work together with Administrative Assistant on receiving incoming phone calls, mail distribution, window business, rental of town properties, right-to-know requests, town file maintenance, updating of assessment records and property transfers.
13. Prove out cash box on a weekly basis and petty cash as necessary
14. Prepare documents for annual audit.
15. Process Workers' Compensation and Property Liability Trust related claims and information, keep insurance carrier updated with new/deleted equipment and maintain property liability files.
16. Create and maintain various Excel spreadsheet analysis projects.

17. Maintain an appropriate level of confidentiality regarding records of Town.
18. Assist employees, work harmoniously with public officials and maintain effective public relations.
19. Maintain accounting records of Town in accordance with laws, regulations and generally accepted practices.
20. Attend necessary seminars and workshops to keep informed of acceptable bookkeeping practices.
21. Execute safe work procedures associated with assigned work.
22. Attend to many items simultaneously and/or in sequence.
23. Perform other duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Good working knowledge of bookkeeping principles and methods, and the ability to adapt established methods to varied accounting transactions.
2. Working knowledge of modern office practices, procedures, and equipment, including computers with WORD, EXCEL & QUICKBOOKS.
3. Skill in use of office software programs, including accounting and word processing.
4. Ability to perform detailed work involving written and numerical data and to make arithmetical calculations rapidly and accurately.
5. Ability to prepare complete and accurate accounting reports and statements.
6. Ability to maintain accurate records and files
7. Ability to follow oral and written instructions.
8. Ability to speak, write, and communicate clearly and effectively both verbally and in writing
9. Ability to maintain effective working relationships with other departments, employees, and the general public.

MINIMAL QUALIFICATIONS

Experience in bookkeeping and payroll; previous municipal experience preferred, but not required; OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.