



TOWN OF WEATHERSFIELD

CHARTERED BY: NEW HAMPSHIRE ON AUGUST 20, 1761
NEW YORK ON APRIL 8, 1772

(802)674-2626

PO BOX 550, ASCUTNEY VT. 05030

townmanager@weathersfield.org

Department: Finance

Position: Accounting/Personnel Clerk

Classification: Part Time (20-24 hours)

General Statement of Duties:

The Town of Weathersfield is a dynamic organization, in which all employees are encouraged and expected to adapt to our ever-changing environment. Every position within the Town is expected to be a leader within our organization, as well as in our community. Work is performed under the direction of the Town Accountant. This position performs a variety of clerical, administrative, and data processing work for payroll, personnel and accounts payable. As an assistant to the Town Accountant this position is also responsible for providing financial support functions. Because of the small staff and nature of small town government this position will also have some responsibility in benefits coordination, and grant finance management. Work is performed independently with direction given by the Town Accountant and the existing policies, laws, ordinances, department procedures and guidance set forth by the Town Manager and Selectboard.

Supervision Received

Works under the Supervision of the Town Accountant.

Supervision Exercised

None

Examples of Work (Illustrative Only) **Essential Duties and Responsibilities:**

Major elements of payroll clerk role:

- Collects and process weekly data to generate a payroll for approximately 30 full and part-time employees
- Using the Town's business system and Microsoft Office, generates reports for use by management and the Selectboard
- Keeps employee benefits information current and report to benefits vendors
- Prepares and submits all payroll-related government filings
- Assists employees in understanding and enrolling in benefits plans and resolving issues with benefits provider

Major elements of accounts payable clerk role:

- Receives and process invoices for payments including obtaining approvals, assigning account codes and resolving billing errors
- Using the Town's business system and Microsoft Office, generates reports for use by management and the Selectboard
- Ensures that Town policies and procedures are followed in the disbursement of funds
- Tracks and organizes payments for future grant reimbursement

Major elements of personnel clerk role:

- Examines employee files to answer inquiries and provide information for personnel actions.
- Records employee data, such as address, rate of pay, absences, and benefits, using personal computer.
- Compiles and types reports from employment records.
- Maintains and updates employee records to document personnel actions and changes in employee status.
- Explains company insurance policies and options to employees and files claim and cancellation forms.
- Requests information from law enforcement officials, previous employers, and other references to determine applicant's employment acceptability.

Other duties:

- Provides assistance to Town Accountant in monthly and annual closings, account analysis and reconciliations
- Assists external auditors in performance of routine audit procedures
- Occasionally assists in billing and collection of taxes
- Occasionally assists in providing coverage for front desk
- Is responsive to requests for assistance by other staff and department heads
- All other duties as assigned.

Professionalism & Communication

- Attends staff meetings as requested and communicates regularly with the Town Manager, Selectboard and other co-workers.
- Maintains a professional and courteous demeanor at all times.
- Provides timely, respectful and thorough customer service.
- Communicates daily with cross-functional teams regarding issues, events, and updates.
- Maintains a proper professional image and generates positive public image.
- Expected to be a leader within the organization as well as in our community.

Knowledge, Skills and Abilities

- Working knowledge of accounting theory
- Superior skills in using current office technology including proprietary business systems and Microsoft Office
- Superior analytical skills and attention to detail
- Superior written and oral communications skills
- Willingness to work in a small, dynamic office where all staff contributes to being responsive to citizens and “getting the job done”
- Willingness to work additional hours to complete assignments by deadlines

Recommended Education and Experience

- Associate degree in accounting or business administration or
- A combination of education and experience including a minimum of three years of relevant accounting work

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities; sufficient vision or other powers of observation, sufficient manual dexterity; and sufficient personal mobility and physical reflexes with or without reasonable accommodation, which permits the employee to communicate effectively, operate a vehicle, computerized equipment, a personal computer, etc. and permits the employee to complete the required duties of the job.
- While performing the duties of this job, the employee is frequently required to sit, talk, hear and occasionally walk.
- Occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 15 pounds.

Subject to a credit history check and civil/criminal background check.

Appointees will be subject to completion of a standard probationary period.

The Essential Physical Abilities 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. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Direct Supervisor/Manager: _____ Date: _____