

TOWN BOOKKEEPER

JOB SUMMARY

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

SUPERVISION RECEIVED

Reports to Town Administrator

SUPERVISION EXERCISED

Assistant

EXAMPLES OF ESSENTIAL DUTIES

1. Process weekly payroll which includes auditing, posting hours, issuing checks, updating all records through journal entries, supplying Treasurer with all necessary documentation, making any necessary withholding deposits, and distributing paychecks to Department Managers and other employees.
2. Process necessary payroll reports on a weekly, quarterly, and annual basis to Department Managers, State of New Hampshire, Social Security Administration, and Internal Revenue Service, as necessary.
3. Maintain any additions/changes to employee files and assist in updating Personnel files.
4. Process all receivables from Departments. Post all receivables to computer system for weekly deposits. This also includes any deposits for NB Central School Treasurer, Conservation Commission, Cemetery and Forestry Commission. Transport all deposits to TD Bank.
5. Process weekly accounts payables which includes posting invoices, issuing checks, updating all records through journal entries, supplying Treasurer with all necessary documentation, distributing checks to vendors.
6. Process monthly (or upon request) budgets and revenues for Department Managers, Town Administrator, and Board of Selectmen and process any adjustments.
7. Maintain all vendor files, update computer for additions/changes, and process any necessary monthly, quarterly, or annual vendor reports.
8. Maintain and analyze balance sheet and general ledger accounts for multiple town funds on a continual basis.
9. Maintain chart of accounts for general ledger, revenues, and budgetary purposes.
10. Maintain trial balance, balance monthly and annually with Treasurer, Tax Collector and Town Clerk and process all annual financial reports necessary for Town Report.
11. Coordinate and process year end functions which include: preparing W2's and 1099's; compiling data for and handling yearly audits; and closing out accounting system and preparing next year.
12. Assist the Town Administrator with the preparation of annual budgets, processing updates, writing budget report files, and processing budget reports, as requested.
13. Update computer (as Systems Administrator) software with any additions/changes.
14. Create and maintain various excel spreadsheet analysis projects.
15. Maintain all "special accounts." There are presently 25-30 accounts including gravel, water supply and Planning Board escrow accounts. Post deposits, withdrawals and interest. Maintain all files.
16. Maintain an appropriate level of confidentiality regarding records of Town.

17. Assist employees, public officials and general public.
18. Work with auditors from Plodzick & Sanderson in April each year for a week of auditing. Organize all materials for audit and work along with auditors, answering questions, pulling files, etc... Post all of the auditors adjusting journal entries.
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. 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.
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

Associate's Degree with major study in accounting, with two years experience in bookkeeping and payroll; previous municipal experience and GFOA certification preferred ; OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

Physical Activity Requirements OFFICE PERSONNEL

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently
 Lift 11-25 lbs: Occasionally
 Lift 26-50 lbs: Rarely

Carry up to 10 lbs. Frequently
 Carry 11-25 lbs: Occasionally
 Carry 26-50 lbs: Rarely

Reach above shoulder height: Occasionally
 Reach at shoulder height: Frequently
 Reach below shoulder height: Frequently

Hand Manipulation:

Grasping: Frequently
 Handling: Frequently
 Torquing: Rarely
 Fingering: Frequently

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

Work Environment:

Office Shop Area
 Outdoor In Equipment

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours								Total Hours							
Sit:	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand:	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk:	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Cognitive & Sensory Requirements

Talking: Necessary to communicate with other staff and the public

Hearing: Necessary to communicate with other staff and the public

Sight: Necessary to read, write and file

Tasting/Smelling:

Equipment Use: *Computer, telephone, fax, copier, printer, calculator*

Summary of Occupational Exposures: *Natural office exposure*

**Definition of Duration of Activities:

Rarely Up to 1/8 of the time
 Occasionally Up to 1/3 of the time
 Frequently Up to 2/3 of the time