

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Accounting / Payroll Coordinator	GRADE LEVEL:	17
CLASSIFICATION:	Non-Exempt, Full-time	DEPT:	FIN
CREATED:	07/2004	REV DATES:	3/22/2023; 3/14/2018; 3/21/2005

<u>Job Description:</u>	Hands-on position requiring extensive knowledge in computer accounting systems in the areas of accounts payable, purchasing, accounts receivable, cash receipts, payroll, general ledger maintenance and financial statement and internal report preparation. This job also involves providing support to staff in other departments relating to bookkeeping/record keeping issues. There is limited interaction with the public.
<u>Accountability:</u>	Reports to Finance Director.
<u>Equipment Used:</u>	Computer, printers, calculator, telephone, copier, fax, typewriter, shredder, postage machine, etc.
<u>Environment:</u>	Inside: <u>100</u> % Outside: <u>0</u> %

Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

CASH MANAGEMENT

- Reviews monthly bank reconciliations prepared by AP Clerk.
- Reviews Treasurer’s Report prepared by AP Clerk.
- Maintains the cash balance sheet with other Finance Personnel.
- Reviews quarterly manifests for Board of Selectmen approval.

PAYROLL

- Supervises the NOVAtime electronic timekeeping system
- Is responsible for coordinating, processing and maintaining all information necessary to complete the bi-weekly and special payrolls, employee benefit accounts (including but not limited to health, dental, life, short-term disability, long-term disability, medical and/or dependent care spending accounts, NH retirement or other retirement plans, court/State/Federal withholdings, electronic payroll transfers, etc.)
- Is responsible for bi-weekly/monthly/quarterly/yearly financial reports for Federal and State authorities and account analysis and generation of internal reports, as required.
- Is responsible for keeping all leave accrual and usage records for Town employees.
- Is responsible for the cross-training of the Finance Clerk and others within the Finance Department, as appropriate in payroll functions.

GENERAL LEDGER

- Compiles, enters and posts general journal entries to the computer system upon review of the Finance Director.
- Prints and distributes monthly financial reports after review and authorization from the Finance Director.
- Is responsible for monthly reconciliation of all balance sheet accounts.

GRANTS

- Is responsible for Grant Management, acting as liaison to department heads applying for grant funding.
- Is responsible for all grant file maintenance and financial reporting.
- Keeps Finance Director abreast of grant activity and requirements for 31:95 hearings.
- Prepares materials for presentation at public hearings.

AUDIT

- Assists the Finance Director in the coordination and preparation of annual independent audit. Prepares schedules and reports as required by independent auditors for annual financial audit/reporting.
- Makes year-end adjusting entries, as necessary, upon review of the Finance Director.
- Assists auditors in accessing records, as necessary.

BUDGET

- Assists Finance Director in coordination and preparation of annual budget.
- Assists Town Department Heads with input of budget into Town’s computerized budget system.

OTHER

- Assists Finance Director in providing support and assistance to all Town departments as required.
- Assists Finance Director in the preparation of manifests and other reports and documents as needed for Board of Selectmen/Town Administrator/Department Heads, etc. information and/or approval.
- Is responsible for support and assistance:
 - a. In the production, analysis and verification of reports associated with the above duties so as to ensure accurate, timely and responsive dissemination of information and data.
 - b. In the analysis of selected accounts and preparation/maintenance of supporting schedules.
 - c. In the preparation, research, and compilation of special projects, reports and assignments.
 - d. In other functional aspects of accounting: general ledger and spreadsheet analysis.
- Types own correspondence, reports, schedules, and memos as necessary.
- Types correspondence and other documents and enters data and prints reports as requested by the Finance Director.
- Is responsible for file and archive management for the Finance Department
- Performs other duties as assigned

**Physical Activity Requirements:
Frequently, Occasionally, Seldom, Rarely or Not Required**

PRIMARY PHYSICAL REQUIREMENTS	F	O	S	R	NR	OTHER PHYSICAL CONSIDERATIONS	F	O	S	R	NR
LIFT up to 10 lbs.:	X					Twisting	X				
LIFT 11 to 25 lbs.:	X					Bending:	X				
LIFT 26 to 50 lbs.:		X				Crawling:				X	
LIFT over 50 lbs.:				X		Squatting:		X			
CARRY up to 10 lbs.:	X					Kneeling:				X	
CARRY 11 to 25 lbs.:	X					Crouching:		X			
CARRY 26 to 50 lbs.:		X				Climbing:		X			
CARRY over 50 lbs.:				X		Balancing:		X			
REACH above shoulder height:	X					<u>WORK SURFACE(S)</u>					
REACH at shoulder height:	X					Desktop/Computer table. Stationary and rolling office chair. Carpeted and linoleum floored offices. Standard office desk. Computer/copier. Stairs and elevators					
REACH below shoulder height:	X					DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:					
PUSH/PULL:				X			Consecutive Hours 1 2 3 4 5 6 7 8		Total Hours 1 2 3 4 5 6 7 8		
HAND MANIPULATION						Sit	3-4		4-5		
Grasping:	X					Stand	1-2		2-3		
Handling:	X					Walk	1		1-2		
Torquing:				X							
Fingering:	X										
Controls and Equipment:	Required **										
Controls & Equipment** General office equipment											

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for communicating with staff, vendors and the public.
Sight:	Necessary for working on accounts, filing, etc.

Tasting & Smelling:	Not required.
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Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year		1 to 2 years
X	2 to 4 years		4 to 10 years		Over 10 years
Required:		Minimum qualifications are possession of a Bachelors Degree in Business Administration/ Finance/Accounting or a related field			
Experience		At least three years related job experience are required or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.			
Supervisory experience:		Provides general supervision to assisting clerical employee(s); provides instruction to and reviews work of assigned employee(s).			
Licensure/ Certification Requirements:		None			
Other Training and/or related Skills		<ul style="list-style-type: none"> • Good communication and organizational skills are essential. Individual should be self-motivated and detail-oriented. • The ability to perform a variety of complex accounting and analytical operations with a high degree of accuracy in a busy and divergent environment is required. • Individual must be able to meet deadlines and to function as part of a team. • It is desirable for the individual to be receptive to new concepts and procedures, to challenge established methods and conventions, and to constructively and enthusiastically work for improvements. • It is necessary that the individual have the ability, aptitude and attitude to use a networked computer system for processing and maintaining information and generating reports. • Knowledge of computer spreadsheets (MS EXCEL) and word processors is required. • Knowledge of Generally Accepted Accounting Principals and Practices, as well as good keyboarding skills, are required. 			

Summary of Occupational Exposures:

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Other Considerations and Requirements:

<p>Other Considerations and Requirements:</p> <ul style="list-style-type: none"> • While this is a sedentary position, the employee is required to climb stairs, bend, reach and lift to access records. • Walking and climbing stairs is required to reach other personnel in the building. • Employee required to sit and stand as needed. • Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments. • Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	3/22/23
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