

# TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Finance Clerk	GRADE LEVEL:	12
CLASSIFICATION:	Non –Exempt	DEPT:	Finance
CREATED:	3-2018	REVISED:	03/22/2023 03/26/2018

<b>Job Description:</b>	Hands-on position requiring involvement in computer accounting system primarily in the area of accounts payable with secondary functions as back up for Tax Collector and for other Finance Department Functions.
<b>Accountability:</b>	Reports to the Finance Director
<b>Equipment Used:</b>	Normal office equipment to include computers, printers, calculators, copiers, etc.
<b>Environment:</b>	<b>Inside:</b> <u>  95  </u> % <b>Outside:</b> <u>  5  </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**

1. Maintains cash balance sheet with other Finance Personnel.
2. Processes daily cash receipts, prepares daily bank deposits and daily reconciliation of cash drawer.
3. Performs monthly bank reconciliations.
4. Maintains monthly reconciliation of balance sheet accounts (Ex: criminal record checks, cash accounts, insurance).

### **ACCOUNTS PAYABLE**

5. Codes and calculates multi-departmental invoices for authorization and payment, assuring that all necessary signatures have been obtained for multi-departmental invoices; following up with department heads, as necessary, to obtain signatures.
6. Enters invoice information into accounts payable system and follows procedures for verifying, posting, and payment.
7. Prepares weekly checks and check registers for signature by the Finance Director, Town Administrator, Board of Selectmen, and the Treasurer. Distributes signed checks as required. Includes W-9's and other inserts as required.
8. Prepares quarterly/yearly manifests for Board of Selectmen approval.
9. Handles vendor inquiries and resolves issues regarding accounts.
10. Set up new purchase accounts and terminate accounts no longer in use.
11. Maintain database of customers.
12. Is responsible for obtaining required 1099 information from vendors. Prepares year-end 1099's, forwards same to vendors, and reports appropriate data to the Federal Government.
13. Assures that written accounts payable procedures documentation is maintained.
14. Maintains accurate and up-to-date accounts payable files (Ex: A/P, cash receipts, purchase orders) to include all payment backup documentation and authorizations.
15. Performs invoice auditing to ensure that: purchases have been made as required by law and Town policy; invoices are accurate; appropriate back-up documentation is attached, if applicable; discounts have been taken; designated accounts to be charged are appropriate; proper approval has been secured and properly indicated; and purchases orders have been filled, as applicable.
16. Prepares related reports and performs required analysis and record keeping.

**OTHER**

- 17. Prepare and process general bills (Ex: septage, gravel)
- 18. Serves as back-up to the Accounting/Payroll Coordinator for the preparation and processing of payroll.
- 19. Serves as back-up to and assists Tax Collector for property tax related functions.
- 20. Serves as back-up to Tax Collector delivering daily deposits to the bank.
- 21. Assists Town auditors in accessing records as necessary.
- 22. Assists the Finance Director in providing support and assistance to all Town departments as needed.
- 23. Retrieves, processes and distributes mail and interoffice correspondence.
- 24. Serves as the primary telephone receptionist for incoming calls.
- 25. Performs other duties as may be assigned.

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

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	<u>OTHER PHYSICAL CONSIDERATIONS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>
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				<b><u>WORK SURFACE(S)</u></b> Desktop/Computer table. Stationary and rolling office chair. Carpeted and linoleum floored offices. Standard office desk. Computer/copier. Stairs and elevators					
REACH at shoulder height:	X										
REACH below shoulder height:	X										
PUSH/PULL:		X									
<b>HAND MANIPULATION</b>	<b><u>F</u></b>	<b><u>O</u></b>	<b><u>S</u></b>	<b><u>R</u></b>	<b><u>N</u> <u>R</u></b>	<b><u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u></b>					
Grasping:	X						Consecutive Hours 1 2 3 4 5 6 7 8		Total Hours 1 2 3 4 5 6 7 8		
Handling:	X					Sit	<u>2-3</u>		<u>3-4</u>		
Torquing:				X		Stand	<u>1-2</u>		<u>1-2</u>		
Fingering:	X					Walk	<u>1-2</u>		<u>1-2</u>		
Controls and Equipment:	Required**										
**General office equipment											

**Cognitive and Sensory Requirements:**

Talking:	Necessary for communicating with others.
Hearing:	Constantly required when communicating with staff, vendors, and the public.
Sight:	Constantly required when working on accounts, filing, etc.
Tasting & Smelling:	Not required.

## 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
<b>X</b>	2 to 4 years		4 to 10 years		Over 10 years
<b>Required:</b>		Associates Degree in Accounting or Business Management or equivalent			
<b>Experience</b>		One – two years of related work experience in a bookkeeping/accounting/ office environment.			
<b>Supervisory experience:</b>		n/a			
<b>Licensure/Certification Requirements:</b>		n/a			
<b>Other Training, and/or related Skills</b>		Skill in making arithmetical calculations rapidly and accurately. Proficiency with Microsoft Office Applications. Knowledge of accounting principles and practices			

## Summary of Occupational Exposures:

**Summary of Occupational Exposures:** Some exposure to cleaning fluids, copier toner, etc.

## Other Considerations and Requirements:

### **Other Considerations and Requirements:**

- While this is a mostly-sedentary position, the employee may be required to climb stairs, bend, reach and lift to access records. Walking and climbing stairs is often required to reach other personnel in the building. Employee is typically able to sit and stand as needed, however, position may require standing for moderate periods of time.
- This position may require coverage of other departments, as needed, and the acquisition of other basic skills to cover these departments.
- This position 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.
- The position requires that this employee treat the citizens of the Town of Milford and members of the staff with respect and courtesy.
- Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked to insure accuracy and completeness of tasks.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**Signature**

**Date**

This job description was reviewed and approved by Dept Manager and HR on

03/22/23