

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title:	Financial Assistant - Accounting
Department:	Accounting
Appointing Authority:	Town Administrator
Affiliation:	AFSCME 2
Grade:	C-15
Personnel Board Approved:	7/13/99
Personnel Board Revised:	6/22/05 **
Effective Date:	12/7/15

Summary of Duties

High level, responsible and complex secretarial, administrative, bookkeeping and technical work in overseeing and processing the accounts payable, revenue, and general ledger functions for the Town of Wayland.

Supervision Received

Works under the general supervision of the Finance Director/Town Accountant.

Performs a variety of bookkeeping and accounting duties in compliance with established town and department policies, which on occasion require the exercise of independent judgment in situations not clearly defined by precedent or established procedures.

Supervision Exercised

None

Job Environment

Work is performed under typical office conditions, with minimal exposure to occupational risks.

Operates standard office equipment including computer, calculator, telephone, facsimile machine, and copier.

Makes frequent contact with all town departments and officials, vendors, various organizations and the general public; contacts are made in person, on the telephone and through written correspondence and require discussing routine and technical information.

Has access to town-oriented confidential information, the disclosure of which would cause poor public relations and possible legal ramifications.

Errors could result in delay and loss of services, as well as significant monetary loss.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Oversees, audits and processes town accounts payable from all departments.

Audits all departmental account balances in accordance with budget appropriations.

Maintains moderately complex financial records.

Reconciles, produces, and distributes monthly and year-end reports to all town departments; verifies accuracy of accounts with department heads on a monthly basis. Reconciles school warrants and accounts.

Maintains computer database of payables, revenue and general ledger information for the town and school department.

Is responsible for maintenance and accuracy of vendor master file for the town and school.

Processes and posts weekly town treasury warrant.

Administers the setting up of new accounts in the expense, revenue and general ledgers; reconciles and balances revenues to the general ledger.

Performs all the functions of Payroll Administrator in his/her absence.

Audits and administers all town and school transfers and refunds. Administers town and school health, dental and life insurance payments.

Verifies that all Chapter 30B requirements are met when reviewing departmental expenditures.

Monitors and manages town and school departmental gasoline expenditures.

Works closely with outside auditors at fiscal year end; serves as the department liaison to the auditor in the absence of the Finance Director responding to questions and conducting research.

Works closely with the Treasurer/Collector in reconciling revenues and expenditures at fiscal, month and year-end.

In the absence of the Finance Director, assumes responsibility for the office regarding departmental requests and questions concerning appropriated expenditures, receipts and budgets and accounting policies.

Researches financial information on the computer system as needed and prepares related reports.

Performs similar or related duties as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education:

Associate's Degree in a related field of endeavor.

Experience:

Over four years of experience in municipal finance or a related field, preferably including responsibility for financial record keeping; or an equivalent combination of education and experience.

Substitutions:

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

Licenses:

None

Knowledge, Abilities and Skills:

Thorough knowledge and experience with the personnel, payroll and health benefit policies; municipality experience preferred.

General knowledge of basic accounting practices, accounts payable, revenue and general ledger functions, internal control procedures and bookkeeping.

Knowledge of state statutes in relating to the accounting function.

Knowledge of standard office practices, procedures and equipment.

Knowledge of standard bookkeeping and accounting practices and account maintenance in support of the department; ability to prepare reports and correspondence.

Knowledge and ability to employ records management practices.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain effective accounting procedures.

Ability to effectively train employees in the payroll function.

Ability to maintain accurate and detailed records.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to coordinate board, office and staff functions.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to read and interpret pertinent Town Code and federal and state laws, rules and regulations relating to departmental operations.

Ability to maintain confidentiality of information.

Excellent typing and secretarial skills.

Excellent customer service skills.

Strong mathematical skills.

Must be skilled in detail work.

Physical Requirements

Minimal physical effort required in performing duties under typical office conditions. Ability to operate a keyboard and calculator at efficient speed and view computer screens for extended periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to sit, talk, hear and listen, stand, and walk.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**** This job description was reviewed and revised on 2/4/04 for all the
aforementioned components with the exception of Physical Requirements. Physical
Requirements will be revised under a separate review.**