

FINANCE/ACCOUNTING DEPARTMENT
Accounting Specialist-Accounts Payable (PT)

DEFINITION

Position provides very responsible accounting services for the Finance Department, Town Accountant Division. Position examines accounting documents for accuracy prior to processing, creating and maintaining vendor files, account updates, reconciliation of warrant entries and financial reports on expenditures in preparation of a weekly warrant for approval and signature of the Town Accountant and the Select Board. Work also includes reconciling and processing purchase orders, monitoring accounts, calculating financial data, responding to inquiries, maintaining vendor and W9 records and provides information and assistance to internal and external inquiries and requests as requested.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Processes electronic and paper requisitions and purchase orders for the town, examining them for accuracy and completeness of information given, inputs the information into computer system, prints order and prepares and runs detailed reports, mails orders out to the vendors, forwards copies of mailed orders to appropriate departments, maintains records of all purchase orders, adjust open purchase order balances and maintains the files of vendor contracts. At the end of each month prepare and run the "Open Purchase Order" report for the Town Accountant's files.
2. Prepares monthly report of invoices paid for the Building Renovations Committee, any additional committees reports and invoices and maintains the files on these projects.
3. Performs responsible and complex duty of preparing weekly vendor warrant, for signature and approval of the Town Accountant and Select Board.
4. Examines accounting documents such as vouchers, invoices, receipts, travel expenses and other such financial documentation; verify accuracy of details, authorization of expenditures, accounts viability, totals, codes and balances.
5. Adjusts invoice figures to deny sales tax payments or takes credits for timely payments.

6. Voids checks for both the town and school department, deletes invoices, records data, transmits copies to Treasures Department, updates information, re-enters information on the next warrant and transmits to bank.
7. Reconciles warrant to computer data entries such as invoice totals, court orders and payroll deductions and school expense; examines for errors, verifies totals, and posts in preparation for check printing.
8. Prints checks, cash disbursement journal, check reconciliation journal and transmits data weekly to bank.
9. Records figures on reconciliation sheet for the Assistant Treasurer.
10. Reconciles each voucher against the warrant to ensure that the correct vendors are being paid appropriately, reviews payroll deductions and reconciles deduction amount with reports, processes any changes required in remittance addresses, stuffs and mails checks.
11. Maintains filing system of all accounts payable warrants, creates vendor accounts, updates account information, and maintains a file of vendor tax identification information.
12. Assists in the preparation of 1099 forms.
13. Run monthly reports: Veteran's payment (Veterans agent to State), monthly contributions report to Norfolk County Retirement (NFC). Prepares voucher for payment. Process retiring employee payroll information requested by NFC.
14. File monthly returns and set up payments to State website for Sales Tax on Meals & Beverages for the schools and Sales/Use Tax for the rink (pay via wire).
15. Create weekly spreadsheet for NSTAR with details of payments to multiple accounts.
16. Performs miscellaneous administrative and back up support for department as needed.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

ACCOUNTABILITY

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

JUDGEMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

Associate degree in accounting or related area required and from three up to five years of bookkeeping or accounting or related experience or any equivalent combination of education and experience. Experience working with spreadsheets, word processing, and financial systems or an equivalent.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Considerable knowledge of complex accounts maintenance systems, bookkeeping, Town By-laws, federal, state and local regulations pertaining to the position. Thorough knowledge of accounts payable functions.

Ability: The ability to use office equipment and computer systems. Manage multiple tasks, pays attention to details, and meets deadlines despite interruptions. Ability to maintain confidential information, work independently, take initiative and the ability to follow instructions.

Skills: Have strong accounting, organizational, written and oral communication and customer service skills.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Incumbent may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.