



Finance Assistant

Town of Raymond

Department:	Finance
Reports to:	Finance Supervisor & Director
Peer Group:	1 Tier 1
FLSA Status:	Non-Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

General Summary:

This is a full-time position as outlined by the Town Manager and Finance Director. Performs routine bookkeeping work in the areas of payroll, accounts payable, accounts receivable, and other financial/human resource duties as assigned. High level of confidentiality and attention to detail required.

Supervision Received:

Works under the direct supervision of the Finance Supervisor who implements general policies and evaluates work in terms of accuracy, timeliness and within scope of position outlined in this job description.

Supervision Exercised: N/A

Job Functions and Responsibilities:

- Payroll duties to include: Entry of weekly pre-reviewed Town employee payroll; generate/print checks and distribute checks to each Department.
- Accounts Payable duties to include Entry of pre-reviewed invoices, preparation of weekly manifests, generate/mail/file vendor payments; reconcile vendor statements. Follow-up on past due accounts and resolve as needed.
- Produces financial reports as needed.
- Maintain files for accounts payable, payroll, journal entry transactions, deposits as well as organize and set up of 'year-end' and 'year-beginning' files. Coordinate yearly shredding for Town Hall departments.
- Create weekly accounts receivable batch for Police Detail and Water Services invoicing.
- Assists Finance Director/Finance Supervisor with various research projects and year end reporting/audit.
- Utilizes various office machines, photocopier, printers, postage machine, computers, telephone, fax, calculators; addresses routine inquiries based on knowledge of Town operations.
- Other tasks: Assist with reconciliation of online (EB2) credit card payments, journal entries, Office365 user license management. Assist with HR as needed and provide backup support to Finance Supervisor/HR. Bank deposits for Town Office as needed. Maintain office supply inventory for Town Hall.

Other Job Functions:

Performs other related duties as required.

Qualifications:

- Municipal experience preferred, but not required.
- High School diploma or equivalent supplemented combination of education and experience which demonstrates possession of the required knowledge skills and abilities with related course work in accounting or finance; at least two (2) years of professional accounting experience, including at least two (2) years of municipal accounting or taxation and one (1) year progressively responsible experience in office management, record keeping, accounts payable, payroll or related clerical work.
- Associate degree preferred, but not required.

Knowledge of:

- Considerable knowledge of accounting principles and methods, and ability to apply and adapt established methods to varied accounting transactions.
- Broad knowledge of current Microsoft Office products with a required proficiency in Microsoft Excel.
- Working knowledge of a variety of software packages.
- Knowledge of secretarial business practices and procedures.
- Knowledge of business English, spelling, arithmetic, bookkeeping, and vocabulary.
- Knowledge of modern office equipment, including computers, postage machine, copiers, calculators.
- Considerable knowledge of general Town operations, procedures, policies.
- Effective oral and written communication.
- Maintain accurate, organized records and filing system.
- Ability to maintain effective working relationships with other departments, employees and the general public.

Physical Activity Requirements:

Lift: up to 10 lbs.: Frequently Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Rarely; Over 50 lbs.: Rarely – Currently no restrictions, will ask for assistance as needed.	Bending: Frequently Required.
Carry: up to 10 lbs.: Frequently Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Rarely Over 50 lbs.: Occasionally	Reaching: above shoulder height: Frequently Required; at shoulder height: Frequently Required; below shoulder height: Frequently Required
Push/Pull: Frequently Required.	Twisting: Frequently Required

Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for receiving instructions and information

Sight: Necessary for performing job effectively

Summary of Occupational Exposures:

Some exposure to cleaning fluids and copy machine toner.

EEO Statement: *The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*

Signatures:

This job description has been approved by all levels of management:

Town Manager: _____ Date: _____

Finance Director: _____ Date: _____

Direct Supervisor: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____