

Bookkeeper
Town of Georgia
Job Description

Department: *Administration*
FLSA Status: *Full-time & Non-exempt*
Reports To: *Selectboard / Town Administrator*

OBJECTIVE/PURPOSE

The Bookkeeper performs a broad range of high-level administrative support duties for the Town Administrator. Work involves extensive public contact as well as effective, often independent, coordination with other Town departments and other government agencies. Good judgement, initiative, discretion, and accuracy are important. Under the general direction of the Town Administrator with ultimate responsibility to the Selectboard, this position advances the effective functioning of the Town's bookkeeping, financial reporting, generating, verifying and reconciling payroll and payroll reports, assisting in normal day-to-day accounting and finance functions of the Town and related administrative duties as required.

DUTIES AND RESPONSIBILITIES

- Handles all aspects of accounts payables and payroll: entering payables/timesheets, processing checks and mailing accordingly.
- Verifies and compiles deposits.
- Files invoices and timecards with processed checks to maintain an orderly accounting filing system.
- Assists with annual audits.
- Assists Town employees with payroll questions and issues.
- Works cooperatively with Town Administrator, Treasurer and Lister/Assessor for assistance of duties as needed.
- Performs routine office work in a professional manner including answering phones, e-mail, walk in inquiries from the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to comprehend and follow written and verbal instructions;
- Knowledge of basic arithmetic in order to perform the duties described;
- Ability to maintain composure when interacting with colleagues or members of the public;
- Ability to solve problems using strong reasoning and analytical skills;
- Demonstrated aptitude and enthusiasm for learning and following recommended procedures.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; Associates degree preferred;
- 5 years of related or transferrable experience preferred; 3 years of related or transferrable experience required.

TOOLS/TECHNOLOGY

- Experience with NEMRC system is a plus;
- Experience with Microsoft Office including Excel, Word, and Power Point;
- Valid Driver's License.

PHYSICAL AND MENTAL DEMANDS

- Must be able to remain alert and in a stationary seated or upright posture for prolonged periods of time.
- Must be able to abruptly switch focus multiple times throughout the day to address frequently changing priorities.
- Requires the ability to maintain mental focus to produce accurate reports within a noisy, open office atmosphere.
- Requires the ability to effectively and discreetly present information to the general public both orally and in writing in concepts and terms that are succinct and easily understood by them.

WORK ENVIRONMENT/CONDITIONS

- Work is performed mostly in office settings.
- The employee is exposed to intermittent light physical demands in the office.
- Lifting (including overhead), carrying, pushing, and pulling light to moderate amounts of weight ranging between 20 pounds (overhead) and 50 pounds (waist height).
- Attendance at night-time meetings of the Selectboard may be required.
- The work week is Monday- Friday's from 8A.M. to 4P.M. but may include some evening work hours.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Georgia is an Equal Employment Opportunity employer.