

TOWN OF CANTON

TITLE: Finance Clerk

CLASS: Union

DEPARTMENT: Finance

DATE: December 30, 2009

POSITION DESCRIPTION

Works under the general direction of the Finance Officer / Treasurer: The Finance Clerk is responsible for general bookkeeping and clerical support within the Finance Department.

SUPERVISION RECEIVED

The Finance Clerk works under the general guidance and supervision of the Finance Officer / Treasurer.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Receives oral and written directives from the Finance Officer / Treasurer.
- Plans and organizes work according to established procedures.
- Prepares bank deposits along with adding, endorsing and verifying totals to MUNIS journal entries.
- Prepares and enters MUNIS cash receipt journal entries.
- Prepares bank reconciliations for all bank and investment accounts.
- Stuffs payroll envelopes.
- Responds to tax form requests.
- Prepares files for storage at the end of the fiscal year.
- Prepares files for the next fiscal year including: re-labeling 3-ring binders and adding new dividers.
- Prepares self insurance analysis, comparison schedules and reconciliation CLASS to BC/BS reports.
- Files journal entries.
- Prepares driveway bonds analysis.
- Performs file maintenance from opening to closing.
- Provides clerical and secretarial support to Finance Department staff as assigned.
- Performs additional tasks and duties as necessary and/ or requested.
- Prepares reports as directed by the Finance Officer.
- Enters invoices into MUNIS system.
- Codes vendor invoices.
- Matches checks with invoices for signatures [making sure they are in check number order at the end for Finance Officer / CAO review].
- Stamps paid invoices and includes the check number for filing [making sure they are in alphabetical order at the end for filing purposes].
- Filing paid invoices.
- Stuffs A/P checks for mailing including all remittance advices.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Experience with financial information reporting systems.
- Demonstrated knowledge of Microsoft Office software (including Word and Excel) and use of the internet.
- Knowledge and understanding of accounting terminology and office procedures.
- Ability to perform mathematical computations and to establish and maintain financial records.
- Working knowledge of various office equipment such as personal computers, copiers, facsimile machines, calculators and printers.
- Ability to establish and maintain effective working relationships with employees, suppliers, service providers, financial institutions, Town officials and the general public.
- Ability to maintain information in confidence.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to communicate effectively, both orally and in writing.
- Ability to interpret and apply regulations, codes, policies and procedures.
- Knowledge and ability to analyze problems.
- Ability to complex written and oral instructions.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to act calmly and effectively in emergency situations.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to lift up to 35 pounds necessary to move office files or equipment.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Exposure to video display terminals on a daily basis.
- May require additional hours beyond regularly scheduled work day on occasion to meet cyclical workload.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee may be exposed to wet and/ or humid conditions, or airborne particles. The employee will be required to provide his/ her own transportation.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with an Associate’s Degree from an accredited community and/or technical college and at least one (1) year of accounting, finance and/or bookkeeping experience or equivalent combination of clerical and finance related experience. An additional four (4) years of related experience may be substituted for the Associate’s Degree.

LICENSE OR CERTIFICATE:

- Must possess a valid and current driver’s license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date