

TOWN OF CANTON

TITLE: Accounting Clerk

CLASS: Non-Union

DEPARTMENT: Finance

DATE: Nov 18, 2021

POSITION DESCRIPTION

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

SUPERVISION RECEIVED

The Accounting 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.
- Posts payments, prepares bank deposits along with adding, endorsing and verifying totals to Infinite Visions journal entries.
- Creates journal entries for the General Fund and all Special Revenue funds.
- Prepares bank reconciliations for all bank and investment accounts.
- Responds to tax form requests.
- Prepares files for storage at the end of the fiscal year and assists with record retention.
- Imports bi-weekly payroll transactions.
- Records accounts receivable and tracks outstanding invoices
- Records self-insurance claims and fees on a monthly basis
- Files and maintain all journal entries for easy retrieval and year-end.
- Prepares driveway bonds analysis.
- Prepares reports as directed by the Finance Officer.
- Supports AP as needed, entering and coding invoices into Infinite Visions system as needed.
- Assists Town Accountant with duties as necessary
- May be cross-trained to perform other Finance Department responsibilities
- Performs additional tasks and duties as necessary and/or requested

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interpret a variety of instructions furnished in written, oral and schedule form.
- Experience with financial information and 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 and State 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 understand 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

The work environment characteristics described here are representative of those employees encounter while performing 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 required to work additional hours beyond regularly scheduled work day to meet cyclical workload. The work will include extended periods of time viewing a computer video monitor and/ or operating a keyboard. The position requires the ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time. There is on-the-job stress; especially regarding meeting report deadlines and working in an office with continuous interruptions.

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 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 two (2) years of accounting, finance and/or bookkeeping experience or equivalent combination of experience.

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