

TOWN OF BRIDGTON
FINANCE CLERK

POSITION NARRATIVE

This position is responsible for the following:

1. Payroll processing, time record keeping and reporting functions;
2. Accounts payable and receivable functions excluding real estate and personal property taxes

Employee in this position performs work under the general supervision of the Finance Officer with considerable independence in accordance with applicable laws and generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

LEVELS OF AUTHORITY AND DECISION MAKING:

ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

SUPERVISION

This position is supervised by the Finance Officer

EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)

Primary Responsibilities and Duties; Payroll Clerk

Assists the Finance Officer in payroll processing

Collects and reviews time / attendance records, performs data input to include wage rate and/or benefit deduction adjustments, and finalizes the process by preparing check remittances/direct deposit and distributing those to the employees and department heads

Prints and utilizes reports for Federal and State Income Tax reporting, benefit deductions, and leave accrual reports

Files and remits payment (if applicable) to appropriate government agency for Federal and State Income Taxes

Electronically files the ACH and IRA direct deposits, and prepares the other retirement deposits for mailing

Sets up new employee demographic profile in TRIO, wage distributions, and benefit deductions

Reports employee new hires to State of Maine within 7 days of hiring

Prepares both the IRS and State of Maine quarterly 941 reports and remits payment (if applicable)

Assists in the preparation of year-end W2s and W3 reporting

Maintains employee records that are considered confidential

Essential Functions: Accounts Payable Clerk

Assists the Finance Officer in accounts payable processing

Reviews all invoices for appropriate documentation, cost center coding, and department approval prior to issuing payment

Prioritize invoices according to available cash discounts and payment terms

Process check requests and obtains appropriate backup documentation for issuing payment

Reconciles subsidiary general ledger accounts to coincide with check requests to avoid under and overpayments, i.e; Motor Vehicle State Fees Sales Taxes, Vital Records, Dog Licenses, MOSES, plumbing and subsurface wastewater permits

Responds to all vender inquiries

Reconcile monthly vendor and credit card statements, research and correct any discrepancies (if applicable)

Assists in the preparation of year-end 1099s and 1096 on applicable vendors

General

Processes and collects all returned items received from our financial institution in a timely manner and in accordance with the Town's Protested Check Policy

Reviews daily cash deposit and tax receivable payments to the daily activity audit and journal entry

Prepares and electronically files monthly Sales Tax Report with State of Maine

Responsible for all Salmon Point Campground receivables. Prepares leases and over-the-winter agreements and secures the camper(s) signatures. Maintains waiting list, lot information, and assists Campground Manager with Salmon Point Campground Rules and Regulations

Assists the Finance Officer in retrieving all necessary reports and information needed for annual audit. Actively participates in annual audit process and works with other departments to obtain the necessary information for the annual audit

Assists the Finance Officer with preparation of the annual budget

Maintain files and documents in an accurate and orderly manner and in accordance with town policies, general accepted accounting principles, and payroll laws

Performs general clerical duties such as data entry, data retrieval, word processing, and excel spreadsheets

Performs other related work as needed

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION

Knowledge and experience using basic accounting principles, procedures, and accounting software

Knowledge and experience working with Microsoft Office Outlook, MS Word, MS excel

Ability to establish, communicate, and maintain effective working relationships with other Town Officials, employees, and the general public

DESIRABLE EXPERIENCE AND TRAINING

Accounting background with preference in Governmental Fund Accounting, payroll processing, and budgetary experience

Accounts payable processing to include obtaining W9s when appropriate and Certificates of Insurance on applicable vendors

Prior experience working with TRIO

Associates Degree in Applied Business or Accounting, 2 years of prior municipal experience or any equivalent combination of post-secondary education, experience, and training