

**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 excluding real estate and personal property taxes.
3. Administrative support to the Finance Director.

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

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

**PAYROLL:**

- Weekly payroll processing.
- Collects and reviews all time sheets and leave requests, performs data entry into TRIO software and processes check remittances and direct deposits. Distribution of pay stubs/checks to all department heads and employees.
- Files and remits weekly payment to the appropriate government agency for Federal and State Income Taxes and records journal entry in TRIO.
- Electronically files the Payroll Direct Deposit ACH and IRA contributions and prepares other retirement deposit checks for mailing.

- Sets up new employee demographic profile in TRIO, wage distributions, and benefit deductions.
- Report new hires to State of Maine within 7 days of hiring.
- Report payroll statistics to US Department of Labor monthly.
- Update OSHA tracking worksheet with hours worked by department for annual reporting.
- Prepare quarterly Federal Form 941 and State of Maine 941/Unemployment reports.
- Assist the Finance Director in the preparation of year-end W2s and W3 reporting.
- Maintain confidential employee files and records.

**ACCOUNTS PAYABLE:**

- Weekly 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.
- Responds to all venter inquiries.
- Reconcile monthly vendor and credit card statements, research and correct any discrepancies (if applicable).
- Obtains Certificates of Insurance for all subcontractors or a completed Application for Predetermination of Independent Contractor Status (WCB 266) with the State of Maine Workers' Compensation Board.
- Assists in the preparation of year-end 1099s and 1096 filing.

**ACCOUNTS RECEIVABLE:**

- 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.
- Prepare and mail invoices as needed and facilitate collection of outstanding balances.

- Review and reconcile all A/R accounts monthly for cash receipting errors and prepare adjusting journal entries.
- Responsible for Salmon Point Campground annual lease preparation, distribution to campers, and collection of signed leases and payments. Prepares, distributes, and collects payment for over-the winter agreements. Maintains waiting list, lot information, and updates to accessory structure taxes from Assessor. Assist the Campground Manager with Salmon Point Campground Rules and Regulations and annual budget. Update and maintain the Salmon Point Campground website.
- Daily credit card merchant deposit reporting for the Transfer Station and weekly Recreation Department Program registrations. Preparation of journal entry to record deposits in TRIO with corresponding revenue codes. Maintain deferred revenue worksheets.

**GENERAL:**

- Prepares and submits the U.S. Census Bureau Quarterly Survey of Property Tax Collections.
- 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.
- Assists the Finance Director in retrieving all necessary reports and information needed for the annual audit and actively participates in the audit process.
- Assists the Finance Director 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 finance related work as needed and assigned by the Finance Director.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION**

- Knowledge and experience working with basic accounting principles (GAAP), finance procedures, and accounting software.
- Experience and proficiency working with Microsoft Office Outlook, Word, and excel.
- Ability to establish, communicate, and maintain effective working relationships with other Town Officials, employees, and the public.

**DESIRABLE EXPERIENCE AND TRAINING**

- Accounting background with preference in Governmental Fund Accounting, payroll processing, and budgetary experience.
- Accounts payable and accounts receivable.
- Prior experience working with TRIO software.
- Associate degree in business administration or accounting.
- Two years of experience in municipal finance, or any equivalent combination of post-secondary education, experience, and training.