

FINANCIAL ASSISTANT

Definition

Skilled accounting and clerical work of significant difficulty in the maintenance and processing of financial records, accounts and transactions within the Town Accountant's office; all other related work, as required.

Supervision

Works under the general direction of the Town Accountant. Employee works independently, generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives; only unusual questions are referred to supervisor.

Performs a variety of bookkeeping and accounting duties in compliance with established town and department policies, which on occasion require the exercise of independent judgment in situations not clearly defined by precedent or established procedures.

Job Environment

Work is performed under typical office conditions and on-site. Employee is frequently required to work outside of regular business hours.

Operates standard office equipment including computer, calculator, telephone, facsimile machine, and copier.

Makes frequent contact with other town departments, school departments, and the general public. Contacts are made in person, on the telephone and through written correspondence and require discussing routine and technical information.

Has access to limited confidential information, including bid documents.

Errors could result in delay and loss of services, and have legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Processes town and school invoices for payment.

Processes town and school checks to be voided as requested by Treasurer's office.

Performs the weekly warrant processing of all accounts payable and payroll expenditures, ensuring the accuracy of all figures.

Creates/assigns numbers for new vendors and performs vendor maintenance/updates as needed.

Verifies account# accuracy of all turnover sheets/receipts posted by Treasurer's office.

Assists with fixed assets tracking and reporting, internal audits and special assignments as directed by the Town Accountant.

Assists the Town Accountant with the yearly 1099 process.

*Weymouth, Massachusetts
Financial Assistant*

Performs similar or related duties as directed, required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Associate's Degree in accounting or business and three years' experience in municipal finance or a related field, preferably including responsibility for financial record keeping; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge. Knowledge of basic accounting practices. General knowledge of the organization of town government. Thorough knowledge of the accounts payable, revenue and general ledger function in a municipality. Knowledge of internal control procedures and bookkeeping.

Ability. Ability to maintain effective accounting procedures. Ability to analyze, document, and report on the results of projects assigned. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with department heads and employees. Ability to interact in a positive and effective manner with town and school departments at all levels.

Skill. Skill in the use of a personal computer, particularly with financial and spread sheet applications. Skill in maintaining financial ledgers and books. Basic accounting skills.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Occasionally required to lift objects weighing up to 30 pounds. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.