

## BOOKKEEPER TO SUPERVISOR TOWN OF MANCHESTER

SUBJECT: Job Description

### MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma and two years of full time paid clerical experience involving responsibility for maintaining financial accounts and records.
- 2 Two year degree or higher in relevant studies.

### DISTINGUISHING FEATUTURES OF THE CLASS:

This is complicated clerical and computing work involving responsibility for independently performing bookkeeping duties, clerical duties and related tasks. The work requires a general understanding of Town policies and procedures. Works independently receiving occasional instruction from Supervisor. Does all related work as required.

### TYPICAL WORK ACTIVITIES:

1. Posts to cash receipts, disbursement ledgers, subsidiary ledger, control accounts and checking and savings accounts from a variety of original entry sources.
2. Prepares all checks for payroll and approved abstracts
3. Enters all transactions, receipts and disbursements, into appropriate software programs
4. Compiles and prepares a variety of reports including monthly Retirement reports and Supervisor's reports, quarterly investment reports, collateral reports, quarterly payroll reports to Federal and State authorities, etc.
5. Completes Workers' Compensation reports and Disability reports submits them to the appropriate agencies.
6. Has responsibility for all payroll on a biweekly basis including adding new employees, printing payroll reports and checks and submitting federal and state taxes and any withholding to state and federal authorities biweekly.
7. Prepares and submits vouchers and abstract information including any necessary transfers, budget amendments, etc. to Town Clerk monthly
8. Has responsibility for enrollment of employees into health insurance through the Town's insurance brokers
9. Reconciles bank statements and prepares them for review by the Supervisor
10. Prepares quarterly water bills by importing and exporting of files into appropriate software; then reviewing meter reads looking for anomalies before printing and mailing of water bills.
11. Prepares relevy report of unpaid water to county in November
12. Recording all water payments in a timely fashion into the appropriate software and depositing these same payments into the proper bank account
13. Prepares monthly water reports to the NYS Department of Health and gives these to the Water Superintendent for review and submission
14. Prepares and deposits all monies received into the appropriate bank account and recording these funds into the receipts journals of each fund

15. Prepares annual financial reports to state and federal authorities including preparation and submission of W2's to Social Security Administration
16. Assists Supervisor with preparation of annual budget utilizing the appropriate software
17. Reviews and responds to emails daily

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment, ability to maintain records with a high degree of accuracy, ability to make arithmetic computations accurately with the aid of a calculator, ability to get along well with others; mental alertness, high degree of accuracy, tact and courtesy.

**CIVIL SERVICE CLASSIFICATION:** Exempt

**SALARY:** Commensurate with experience.