

**TOWN OF LEDYARD  
FISCAL ASSISTANT II  
FINANCE AND HUMAN RESOURCES**

**Nature of Work:**

Provides administrative support to the Department of Finance, and Human Resources. Work involves the exercise of independent problem solving and initiative in accordance with the Town's administrative and financial policies and procedures. The position involves a high degree of accuracy, and confidentiality.

**Supervision Received:**

Receives overall supervision from the Director of Finance and Director of Human Resources.

**Supervision Exercised:**

Not applicable.

**Essential Job Functions:**

- Enters cash activity into Munis, the Town's financial software.
- Prepares accounts receivable billings monthly for services provided by the Town and follows up on delinquent receivables.
- Reconciles all General Ledger cash accounts with the Town's bank account statements monthly and creates journal entries for the recording of interest and necessary adjustments.
- Records the Town's pension fund activity monthly.
- Assists with scheduling interviews and conducts new hire orientation.
- Executes or assists with payroll and benefit functions including the setup of new employees processing, resolving processing errors, in the Munis system, and other various software as required.
- Maintains accurate and up-to-date files, records, and documentation with strict confidentiality.
- Maintains all bid and procurement files and records. Assists in bid openings, inputs bid results, and scans all bid packets.
- Prepares various correspondence for delivery in a timely manner.
- Maintains an accurate and up-to-date file of the Town's vehicle titles.
- Prepares reports, spreadsheets, and correspondence as necessary.
- Provides backup for Accounts Payable as necessary.

*The duties listed above 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*

## **Other Job Functions:**

Performs other duties as assigned.

## **Qualifications Profile:**

### Knowledge, Skills and Ability

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Basic knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to general accounting principles.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), accounting software, and similar computer applications.
- Ability to establish and maintain effective and courteous working relationships with public officials, co-workers, residents, members of the general public, other agencies, and to effectively and discreetly convey information.
- Ability to ensure confidentiality and protect the integrity of the Town of Ledyard.

### Experience and Training

- Associates Degree in Accounting, Finance, or related discipline preferred.
- Three years of accounting, human resources, or related experience preferred.
- Experience with Munis preferred.
- An equivalent combination of experience and training that provides the knowledge, skills and ability for the position.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak and hear; walk; sit; stand; bend; stoop; kneel; use hands and fingers to handle, feel or operate objects, tools or controls; reach with hands and arms; use wrists for repetitive motion. The employee must

occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand/eye coordination necessary to operate computer and various pieces of office equipment.

**License or Certificate:**

Not required.

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

Adopted by Ledyard Town Council

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, Chairman      Date