

**TOWN OF LEDYARD
FISCAL ASSISTANT II
FINANCE DEPARTMENT**

Nature of Work:

Provides support in the areas of financial and clerical administration within the Department of Finance. Performs a variety of routine technical office work in relation to the payments of invoices, acting as a clerical assistant to the Department of Finance. Work involves the exercise of independent judgement and initiative based on the general knowledge of the Town's administrative policies and procedures, and the operation of personal computers and peripheral equipment. Work is performed under the supervision of the Finance Director, and verified in accordance with department procedures. Position involves a moderate degree of independent judgement, initiative, accuracy, confidentiality, and attendance based on the fiscal policies of the Town of Ledyard.

Supervision Received:

Receives direction from the Director of Finance or his/her designee.

Essential Job Function – Duties may include, but are not limited to the following:

- Perform the day-to-day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner.
- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry.
- Data enter invoices for payment.
- Process backup reports after data entry.
- Manage the bi-weekly check run.
- Prepare vendor checks for mailing.
- Maintain updated vendor files and file numbers.
- Audits invoices against purchase orders initiated on a Town-wide basis; verifies encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee, prepare warrant list for presentation to Finance Director.
- Research and answer vendor, employee and department questions regarding the status of accounts and payments.
- Respond to questions from departments regarding account numbers, balances and correction of posting errors.
- As assigned, perform various routine clerical duties such as sorting and distributing mail, typing and filing.
- Perform related duties as assigned.

Prepares and processes all billing of services used by Town departments on a weekly basis, and in a timely manner, in compliance with the Fiscal Policies of the Town of Ledyard.

Maintains accurate and up-to-date physical inventory of the Town's capital assets including equipment, motor vehicles, real estate and projects-in-progress. Prepares and distributes quarterly and audit reports when necessary.

Maintains accurate and up-to-date financial records/accounts, billing and accounts receivable.

Prepares reports, spreadsheets, memorandums and letters at the direction of the Finance Director. Also periodically acts as a clerical assistant to the Finance Department when necessary.

Reconciles variances in the General Ledger with regard to revenues and appropriations.

Prepares and records journal entries when necessary.

Prepares and records financial transfers of appropriations when necessary.

Prepares and distributes all purchase orders and payment vouchers on a daily basis.

Trains and assists Town personnel in the encumbrance of system used by the Town.

Supplies the Town Treasurer with weekly accounts payable/check reports.

Prepares various reports for the Finance Director for Finance Committee meetings.

Responsible for accurate year-end adjustments and journal entries.

****The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions 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.****

Qualifications Profile:

Knowledge of:

- Accounts payable and maintenance of general ledgers
- Principles and practices of financial recording keeping and reporting
- Basic accounting principles
- Spreadsheet applications

Skills:

- Attention to detail to ensure accuracy of work
- Problem solving to effectively and timely analyze and resolve issues
- Organizational proficiency
- Basic computerized data processing principles
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs and email at a highly proficient level.

Ability to:

- Accurately maintain records and files and prepare financial reports.
- Analyze data and draw logical conclusions.
- Operate a personal computer, mainframe computer terminal, typewriter, calculator and other common office machines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience Required

- Associates Degree in Accounting, Finance, or related discipline preferred.
- One year of recent experience in accounting or accounts payable or an equivalent combination of education and experience.
- Experience with Munis preferred.

Additional Requirements:

Means of transportation.

Means of contact.

Drug screening both pre-employment and as may be required during employment.

Criminal background required prior to employment.

Physical Demands:

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

While performing this job, the employee is frequently required to talk; hear; speak; stand; walk; bend; twist; stoop or crouch; lift and carry up to 25 pounds; sit; climb stairs to various levels; use hands; fingers; wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability to perform responsibilities and to provide technical services.

The employee must be able to maintain his/her composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally function in situations where subjected to aggressive verbal behavior.

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 at Ledyard Town Council on

, Chairman

Date