

TOWN OF DURHAM

FINANCE CLERK

Position Purpose

The purposes of this position are to perform responsible bookkeeping, technical and clerical work under supervision. The work involves processing accounts payable, entering purchase orders, auditing all aspects of accounts payable, processing payroll; reconcile accounts, and perform a variety of other routine and complex transactions, administrative tasks, and otherwise maintain detailed financial records. The Finance Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision

Supervision Scope: Performs a wide variety of routine financial responsibilities requiring knowledge of accounting principles and practices. Requires the ability to work independently.

Supervision Received: Works under the direct supervision of the Finance Director; follows established accounting procedures and instructions as provided.

Supervision Given: None

Job Environment

Administrative work is performed in a moderately quiet office.

Requires the operation of telephones, personal computers, copiers, facsimile machines, mail machine and other standard office equipment.

Makes frequent and periodic contact with employees, Town staff, vendors, banks, and credit card companies. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of courtesy.

Maintains strict confidentiality of all information relating to the performance of duties and responsibilities, except as provided under freedom of information provisions.

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.)

- Prepare, process, and maintain weekly payroll and all related functions for all town employees.
- Maintain records of all vacation, sick and personal days taken and carried over for all town employees.
- Maintain and update all employee personnel files.
- Submission and maintenance of weekly employee contributions to pension.

- Compile and process, in a timely manner, all state labor reports monthly, quarterly, and annually as required.
- Responsible for financial functions including, accounts payable, check reconciliation, billing, deposits, accounts receivable and enter corresponding journal entries.
- Responsible for the import, review, and posting of tax deposit entries.
- Maintain appropriate records for all disbursements, receipts from departments and files for the Finance Department.
- Prepare and file 1099 NEC forms.
- Assist with budget preparation.
- Post all fund(s) activity into computer system and prepare month end accounting reports.
- Input weekly postings as prepared by the Treasurer and Finance Director.
- Records management.
- Maintain insurance certificates.
- Assist with various projects as required.
- Other duties as required by the Finance Director.

Other Functions

- Performs similar or related work as required, directed or as situation dictates.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications

Education, Training and Experience:

Must have a High School Diploma or GED with more than 3 years' increasingly responsible work experience preferably in bookkeeping, banking and customer service or working in a municipal office; or any equivalent combination of education, work experience and training.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Have strong working knowledge of accounting principles and practice; have or ability to obtain thorough knowledge of data processing techniques and applications in municipal finance operations; thorough knowledge of office data processing systems.

Ability: Ability to utilize data processing applications as they relate to the functions of the Finance Department; ability to prioritize tasks to meet deadlines; ability to multi-task and understand written and oral communication; ability to operate standard office equipment; ability to work independently; ability to deal effectively and maintain working relationships with town employees, banks, and vendors, etc.; ability to prioritize work assignments to meet established deadlines; ability to perform basic arithmetic calculations manually and /or using equipment.

Skill: Excellent communication and interpersonal skills, excellent organization skills, aptitude for working with numbers and details; skill in using office equipment and computer systems; skills associated with working effectively and courteously with officials, employees and the general public; problem solving skills.

Errors and Omissions:

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, use hands to finger and talk or hear; occasionally required to walk, kneel, handle objects; and reach with hands and arms. The position involves frequently moving from a sitting position to standing position. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and distance vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)