

Job Title: Accounting Clerk / Bookkeeper

Department: Finance

Reports To: Town Treasurer

FLSA Status: Non-Exempt

Salary Range: \$60,000 – \$70,000 (Depending on Qualifications)

Position Summary:

The Accounting Clerk / Bookkeeper performs skilled accounting and administrative work in support of the Finance Department. This position is responsible for payroll preparation, full-cycle accounts payable, revenue deposits, reconciliations, and maintaining financial records. The role provides essential support for monthly and year-end reporting, assists with compliance documentation, and serves as a backup in the Town's Postal Center. Work is performed under the general supervision of the Town Treasurer.

Essential Duties and Responsibilities:

Financial Functions:

- Prepares biweekly payroll, including timesheet compilation, data entry, and report generation; submits for review and sign-off prior to transmission to the bank.
- Inputs and processes accounts payable, including invoice coding, vendor setup, check preparation, and payment batches; submits for supervisory approval prior to disbursement.
- Prepares, codes, and reconciles revenue deposits and supporting documents; submits for review before posting to the accounting system.
- Reconciles monthly credit card receipts to deposit records and provides reconciliation documentation for supervisory confirmation.
- Performs monthly bank reconciliations and assists with month-end close procedures.
- Maintains fixed asset inventory records and assists with annual reviews and reporting.
- Assists in preparing documentation for annual audits and recurring financial reports.

Administrative and Compliance Support:

- Maintains accurate and organized financial records in compliance with retention schedules.
- Assists with vendor file maintenance, including collection and tracking of W-9 forms.
- Tracks monthly full-time equivalent (FTE) counts and supports administrative reporting.
- Assists with onboarding-related forms and personnel file organization as directed.
- Provides clerical assistance with procurement compliance, including vendor documentation tracking and file organization.

Postal Center and Departmental Support:

- Serves as a backup to the Town's Postal Center, providing support for mail handling, sorting and sales operations as needed (busy season is the Monday after Thanksgiving through Christmas).
- Supports special projects and other tasks as assigned by the Town Treasurer.

Minimum Qualifications:

- Associate degree in Accounting, Finance, or related field preferred; equivalent experience may substitute for formal education.
- Minimum of three (3) years of progressively responsible experience in governmental accounting, payroll, or bookkeeping.
- Working knowledge of fund accounting principles and public sector financial operations.
- Proficiency in Microsoft Excel and accounting software.
- Strong attention to detail, organizational skills, and the ability to maintain confidentiality and meet deadlines.
- Ability to lift up to 35 pounds (primarily related to package handling in the Town's Postal Center).