

Bookkeeper to the Supervisor (Town of Enfield) Tompkins County

Department: Town of Enfield

Classification: Exempt

Approved: 4/27/2020

By: LG, Deputy Commissioner of Human Resources

SUGGESTED OR PREFERRED MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year College with a Bachelors degree in Accounting, Finance, Business Administration, or related field; OR
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Accounting, Finance, Business Administration, or related field AND two years of full time paid (or the equivalent part-time and or volunteer) experience in preparing and maintaining financial accounts and records, which must have involved preparation of financial statements; OR
3. Graduation from High School or a High School equivalency diploma AND completion of 11-12 credits of accounting and/or finance from a regionally accredited or New York State registered college or university AND 6 years of full time paid (or the equivalent part-time and/or volunteer) experience in preparing and maintaining financial account and records, which must have involved preparation of financial statements; OR
4. Any combination of training and experience equal to or greater than that described in a, b, or c above. Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE POSITION:

This is an administrative level position that involves responsibility for the performance of a variety of complex and highly confidential clerical, accounting and administrative tasks in support of the Town Supervisor and departments of the Town of Enfield. The essential nature of the work is such that a substantial degree of personal confidence exists between an incumbent in this position and the elected Town Supervisor. There may be interaction between this position and the senior level and/or management staff of other Town departments and various external agencies.

This position provides financial administrative support to the Town Supervisor and the Town Board for a broad range of responsibilities. A variety of payroll management functions in support of Town operations are also a requirement of this position.

TYPICAL WORK ACTIVITIES: (Including, but not limited to:)

Personnel will work with the Supervisor to perform some or all of the following duties:

- Review and enter prepared vouchers for accounts payable and invoices;
- Prepare deposits and transfers;
- Print checks for payment;
- Record pertinent information on all approved vouchers;
- Input budget information into municipal budget software;
- Enter budget modifications per Town Board approval;
- Balance and reconcile bank accounts;
- Prepare, print, and distribute various financial reports;
- Execute all phases of payroll such as calculating hours and deductions, W-2 forms, prepare a variety of reports associated with the payroll including overtime reports, earnings reports, and monthly ERS report;
- Maintain files of employee benefit usage/accruals, monitor usage and inform supervisor of any problems with usage;
- Prepare quarterly wage and tax reports. Prepare all documentation related to annual workers' compensation audit in accordance with insurance requirements;
- Employee benefits: knowledge of NYS Retirement and Unemployment administration tasks;
- Advise employees on benefit related matters, including researching and resolving questions/issues;
- Complete Annual Update Document for Office of State Comptroller and other reporting to agencies as necessary;
- Provide support and guidance to Department Heads and the Town Board on budget related issues;
- Interface with bank(s) to manage cash flow, and all accounts;
- Track and make debt payments;
- Process and file 1099's at year-end;

- Other tasks as assigned.

In cooperation with Supervisor:

- Review bookkeeping procedures, transactions, and reconciliations on a monthly basis; Communicate with the Town Supervisor questions or concerns as a result of monthly review;
- Other tasks as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of governmental organization and budgetary procedures;
- Working knowledge of federal, state, and town laws, regulations, and ordinances;
- Ability to compose reports and maintain records;
- Ability to maintain confidentiality is of the utmost importance;
- Ability to communicate effectively, orally and in writing;
- Ability to understand and carry out complex oral and written instructions;
- Possession of high professional standards, integrity and honesty;
- Ability to use personal computers including Microsoft Word, Excel, Williamson Law software (speed is not a significant factor but accuracy is important);
- Preference in appointment may be given to Town of Enfield residents.

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B22