



Job Title	Finance Assistant
Department	Various Departments
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

This position provides support to the Department Director and performs a variety of bookkeeping, billing, financial, secretarial, and administrative tasks for the Department.

Supervision

Received	Department Director
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Answers phones, greets customers, and responds to questions from the general public, businesses, Town staff, board and committee members, banks, and attorneys.
- Provides routine clerical assistance to other office personnel.
- Reconciles outstanding receivables to the General Ledger on a monthly basis.
- Explains office procedures.
- Compiles data to assist in budget preparation and monitors expenses.
- Researches and responds to inquiries from the public, other departments, vendors, banks, attorneys, etc., and responds to problems and makes appropriate adjustments to their accounts (if necessary).
- Processes contracts and approves purchase order and revisions.
- Assists employees with questions related to worker's compensation and other employee, payroll and benefit issues.
- Handles and resolves any vendor payment issues.
- Provides backup coverage for other office positions in the department, when needed.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

DPW Administration Department:

- Serves as the primary staff member for water and sewer billing.
- Responds to requests related to water taste, water quality, water/sewer billing, sewer and storm drain problems, highway work schedules, street maintenance, snow removal, tree pruning requests, and solid waste and recycling questions.
- Sets up new accounts, enters data from meter readings, estimates accounts, and identifies abnormal levels.
- Adjusts bills for abatements, edits files for changes, calculates retroactive refunds, runs and reviews exception reports.
- Prepares final bills at termination of service.
- Assists large customers with multiple accounts to determine appropriate allocation of charges.
- Schedules meter readers and meter repair appointments.
- Maintains records of temporary water meters.
- Performs other related water/sewer billing functions, as needed.

DPW Building Maintenance Department:

- Processes payroll and accounts receivable/payable.
- Handles and distributes all work orders.
- Serves as the main point of contact for human resources functions, including handling workers compensation paperwork, attendance, benefit questions, etc.
- Tracks, codes, and files all invoices.
- Orders and tracks department clothing orders and allowances.
- Schedules and tracks fuel deliveries for all school/town buildings.
- Assists with DPW snow scheduling.
- Provides back-up to DPW AR/AP employees.

Town Clerk Department:

- Maintains Dog Registration Program and issues licenses, renewals, and non-criminal fines.
- Processes vital records, including typing out marriage, birth, and death certificates.
- Handles voter registration and works elections and early voting.
- Updates the census annually.
- Maintains daily revenue/expense reports and prepares monthly reports for the Treasurer's Office.
- Posts all public meetings.
- Maintains and updates boards and committee listings.
- Provides online training materials on the Open Meetings Laws, Conflict of Interest, and Ethics.

Finance Department

- Reconciles outside detail accounts and submit proposed adjusting entries.
- Enters monthly entries for fuel, postage, and building construction payroll.
- Manages accounting for MSBA projects and submit for monthly reimbursements.
- Posts daily cash receipts after exporting revenue text files.
- Researches and confirms correct account numbers for wire payments and unassigned accounts.
- Corrects any overpayments, deferred revenue, and misc. nonrecurring amounts.
- Reconciles utility revenue.
- Trains new employees on accounts payable functions.
- Produces monthly BVA reports to departments.

- Creates and liquidates purchase orders for debt issuance encumbrances.
- Manages the electronic storage of commitments, abatements, and adjustments.
- Processes school and town warrants.
- Posts 9990 cash.
- Updates W9 forms, makes labels, requests purchase orders, and processes invoices.
- Matches cash receipts to the Treasurers' folders.

Treasurer/Collector Department:

- Responds to questions relating to taxes due, payment schedules and procedures.
- Explains real estate taxes, excise taxes, personal property taxes, water and sewer fees, abatements, and procedures.
- Provides assistance in the preparation and distribution of real estate tax bills.
- Reconciles the Assessor's total real estate tax bill liability due against the total amount billed.
- Coordinates the mailing of tax bills thirty (30) or more days prior to the due date, provides notification to the lock box and the Department of Revenue.
- Reconciles outstanding real estate and personal property tax receivables to the General Ledger on a monthly basis.
- Assists with the daily input of the Treasurer's cash to the Treasurer's cash book.
- Adds demands to outstanding accounts, generates letters, creates advertising files, posts in the newspapers, creates Instrument Tax Taking, and goes to the registry and files tax takings.
- Reconciles daily receipts, processes abatements, exemptions, and deferred taxes received from the Assessor's Office, and informs the Controller of adjustments to individual accounts.
- Notifies the bank of timely receipts of real estate taxes.
- Maintains a record of delinquent and partial payments.
- Sends follow-up letters to past due accounts, calculates interest and past due charges for outstanding accounts, payoff amounts for redemptions, and deferred taxes.
- Compiles a listing of delinquent taxes for advertisement of tax taking procedures.
- Acts as a backup to the Assistant Treasurer in their absence.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with an Associate's Degree in Accounting, Financial Management, Business Administration, or related field, supplemented by at least 4 years of experience in tax administration, accounting, finance or a related field, preferably in a local or state government setting.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of

- Accounting procedures and practices.
- Commonwealth of Massachusetts tax requirements and laws.
- Financial principles and analysis.

	• The use of standard office equipment, including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Tax administration. • Oral and written communications. • Trouble shooting and problem solving. • Public relations.

Necessary Special Requirements

None

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer