

## ***Bookkeeper Job Description Town of Vassalboro, Maine***

### **Nature of work:**

This is responsible clerical and accounting work, which includes varied work in the administration and maintenance of the Town's finances. The Vassalboro Bookkeeper is appointed annually by the Town Manager with the approval of the Board of Selectmen.

Employee of this class is responsible for keyboarding, operating a calculator, and for work requiring the application of bookkeeping principles. Work involves the performance of clerical tasks requiring accuracy, initiative and independent judgment in standard work situations. Responsibilities include the handling of money, and the preparation of standard forms and receipts. Public contact is required. Work is performed with considerable independence following established procedures and routines, and subject to review through observation, reports and audits.

### **Essential Duties and Responsibilities:**

Examples of Work (Illustrative Only):

Pays all town bills by preparing a bi-weekly accounts payable warrant for the Town Manager's review and approval by the Board of Selectmen. Posts accounts payable journals on computer, prepares and mails checks, and maintains warrant files. Performs electronic transfer of funds to cover accounts payable warrant. The preparation of an occasional accounts payable warrant outside the regular bi-weekly cycle may also be required.

Prepares bi-weekly payroll warrant for manager's review and then garners Selectmen's signature of approval. Performs related electronic transfers to assure direct deposit and payroll tax deposit in a timely manner. Performs other payroll related computer journal entries to maintain accuracy of payroll records and expense accounts.

Makes W-4 forms available annually to each employee for desired changes in withholding instructions, and provides an accurate W-2 form of earnings totals for each employee prior to January 31<sup>st</sup> of each year. Completes and files accurate Form 941 and ME Form 941 quarterly. Accurately prepares and annually files Federal 1099, 1096, and W-3 forms and Maine W-3 and 1096 forms.

Acts as agent for employee insurance and retirement plan enrollment and withholding deductions, making appropriate forms available upon request of the employee, and sets up proper withholding amounts from employee's payroll check.

Assists office staff with daily cash up and prepares daily deposit. Posts daily cash receipt journals to general ledger. Monitors balance in general fund and alerts Town Manager when funds are low. Makes other electronic transfers as needed.

Upon agreement with coworkers, this employee may perform the daily trip to the Vassalboro Credit Union (bank) to deliver the daily deposit, and go to the North Vassalboro Post Office to deliver outgoing mail and pick up incoming mail to be processed upon return to the office.

Reconciles the town checking accounts monthly.

Provides all financial documents as requested by the town auditor.

Assists the Treasurer when requested and serves as Treasurer in the Treasurer's absence.

Serves as Deputy Town Clerk and Deputy Tax Collector to assist with performing all types of licensing, issuing copies of vital records, processing all types of vehicle registrations, and all types of recreational vehicle registration transactions at the front counter as needed.

Serves as Deputy Tax Collector and Deputy Treasurer to assist with collection of payments on tax accounts and tax liens, and other types of revenue for the Town.

Answers questions by telephone and in person on a variety of issues.

Attends training as provided to keep up-to-date on law changes.

Performs related work as required.

**Requirements of Work:**

Knowledge of business English, spelling, and arithmetic.

Knowledge of modern office procedures, practices and equipment.

Ability to work with some independence in general work situations.

Ability to perform a variety of standard arithmetic computations.

Ability to establish and maintain working relationships with other employees.

Knowledge of computer operations and use.

Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.

Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.

**Training and Experience Required:**

Associates Degree in Accounting, Business, Finance or related field from an accredited two or four-year institution is preferred. Three (3) years of related experience with accounts payable, or any equivalent combination of education or experience and training.