

Finance/Benefits Clerk

The Part Time Finance/Benefits Clerk position will be primarily responsible for the Accounts Payable Warrant and processing the weekly Payroll as well as assisting our Tax Collector with processing payments and answering questions via phone or email. Communication and collaboration with the Finance and Human Resource Offices is critical. Capabilities essential for success include excellent time management skills and showing motivation to take on other duties when these are complete. A successful candidate will display willingness to work with other departments and communicate their availability to handle other tasks when primary duties have been completed. The schedule will vary based on need and may sometimes require more hours to complete specific tasks, but will be regularly scheduled for 20 hours minimum. Reasonable flexibility in schedule is a must.

Essential Duties and Responsibilities include:

- Answering incoming Finance/Tax calls assisting with the inquiry if possible or directing the call to the appropriate official
- Cashing out and balancing all incoming revenues on a daily basis and in the preparation of the bank deposit
- Preparing and administering all aspects of payroll including assisting with Benefit Administration and/or reporting
- Filing and assisting with various tracking for training and federally mandated programs/procedures
- The preparation for payment on all incoming bills and expenses for all Town accounts
- Reconciling monthly statements from vendors and following up on discrepancies
- Maintaining files on all vendors
- Maintaining accounts receivable, posting charges, payments and adjustments
- Any other duties assigned including assisting other staff with various clerical and administrative activities

Requirements of Work:

- Some knowledge of basic bookkeeping and accounting practices
- Proficiency in the use of calculators and data entry equipment

- Experience with Excel and other Microsoft Office programs and ability to learn new software
- Ability to keep varied records, to assemble and organize data and to prepare standard reports
- Ability to maintain confidentiality of sensitive and protected employee information
- Ability to follow detailed work instructions, both written and oral
- Ability to work with independence in general work situations
- Excellent communication skills and the ability to establish and maintain working relationships with other employees and the general public
- Ability to handle money accurately and balance receipts with cash and prepare a bank deposit
- Regular attendance and punctuality at the workplace is required

Physical Requirements and Environment:

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, crouching, stooping, pushing and/or pulling of objects and materials of light weight. Tasks involve extended periods of time at a keyboard or workstations. Work is performed under typical office conditions. The noise level is moderate at times.

Training and Experience Required:

Graduation from standard high school, supplemented by college level courses in accounting and finance, with progressively responsible experience in the maintenance of complex accounting records; or any equivalent combination of experience and training. Trio experience preferred.