

TOWN OF BELMONT

JOB TITLE: Finance/Human Resources Clerk

DEPARTMENT: Administration - Finance

JOB SUMMARY: Provides assistance and support to the Finance Director and Town Administrator.

MAJOR DUTIES:

- Compiles packets and prepares documents for onboarding new employees, personnel changes, and terminations.
- Creates/updates periodic timesheet templates and distributes to Town Hall, Buildings & Grounds, and Department of Public Works employees.
- Processes payroll, including inputting hours printing and distributing checks, preparing payments for withholding social security, retirement and insurance benefits.
- Maintains employee leave records and reconciles monthly with BMSI.
- Maintains police and fire holiday spreadsheet for year-end payout in accordance with CBAs.
- Processes weekly EFTPS payment to US Department of Treasury.
- Reports monthly union dues to AFSCME and processes monthly payment.
- Inputs invoices for payment.
- Prepares accounts payable checks, distributes checks and files invoices.
- Distributes monthly expenditure reports to departments.
- Prepares quarterly tax report and unemployment report.
- Prints monthly postage report from postage machine and prepares Excel summary to allocate postage expenditures.
- Orders supplies.
- Prepares year end tax forms including W-2's, W-3, 1095-C's, 1096, and 1099's.
- Collects and summarizes cash receipts on log and remits to Treasurer for deposit.

- Assists Finance Director and Town Administrator with annual budget process.
- Assists with other administrative, finance and HR tasks as assigned.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of bookkeeping principles and methods.
- Knowledge of the accounting and payroll programs.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of Microsoft Office software package.
- Skill in the operation of computers.
- Skill in preparing financial reports.
- Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.
- Ability to establish effective working relationships with other employees.
- Prior Municipal experience desired.

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work (e.g. bookkeeping or accounting), in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with some bookkeeping experience in an office setting or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Municipal experience preferred.