

## **Town of Colchester**

### **Finance Assistant**

Finance Department seeks an analytical self-starter with excellent accuracy and attention-to-detail to support its team. The Finance Assistant will support payroll processing, AP, utility billing, bank deposit posting/reconciliation, journal entries, and other related administrative support.

Successful applicants for the Finance Assistant will have an Associate's degree in Business or Finance, or two years of related experience. **Hiring range is \$43,540 - \$47,366 plus a competitive benefits package.**

For consideration submit application, cover letter, resume and references to Chad Bouvier, Human Resources Director at: [cbouvier@colchestervt.gov](mailto:cbouvier@colchestervt.gov). The Town of Colchester is an Equal Opportunity Employer. For a full job description and to apply online visit: <https://colchestervt.gov/321/Human-Resources> Position open until filled.

# TOWN OF COLCHESTER

## JOB DESCRIPTION

**Position: Finance Assistant**

**Reports to: Finance Director**

**Department: Finance**

**Classification: Non-Exempt**

**Finance Assistant:** The purpose of this position is to assist the Finance Director, Finance Officer and other departments with various aspects of the accounting function of the Finance Department. In addition, this job provides back-up to the accounts payable function as well as assists other departments on an as needed basis.

### **Essential Functions:**

- Shared responsibility of processing a weekly payroll of 100+ full time employees as well as seasonal and temporary employees;
- Assist accounts payable with routing and entering of invoices, filing, etc;
- Periodically performs entire accounts payable process;
- Update daily cash balances on cash spreadsheet;
- Enter electronic payments & credit card charges into accounting software;
- Review credit card activity;
- Mail sorting for all departments;
- Process prepaid checks as needed;
- Verify deposits from Clerk's Office with cash spreadsheet;
- Preparation of various journal entries;
- Prepare and data entry of journal entries;
- Reconcile accounts payable and payroll checks;
- Update procedures manual as needed;
- Monthly review of posted journal entries and verify backup for completeness;
- Budget entry into financial software;
- Prepare reconciliations during year end for the audit;
- Oversight for records retention;
- File monthly bank statements and other reports;
- Organize and maintain departmental filing system;
- Collect utility billing data and prepare for data entry
- Process quarterly utility billings, apply interest to delinquent accounts and respond to customer inquiries;
- Update utility billing customer information as needed;
- Monthly tracking of Health Reimbursement Account;
- Process funds transfer requests as necessary;
- Other duties as assigned.

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### Knowledge, Skills, and Abilities:

- High School Diploma and some college with accounting courses;
- Strong background in data entry, general computing, clerical and office management;
- Basic math skills;
- Basic knowledge of building materials and construction.
- Ability to complete detailed and accurate work with minimal supervision;
- Good public relation skills;
- Some knowledge of computer financial programs and Excel, Word; Outlook, CAMA, NEMRC, and other software/record keeping systems;
- Strong organizational skills

### Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input type="checkbox"/> Ability to Move Distances	<input checked="" type="checkbox"/> Lifting (specify)
<input type="checkbox"/> Color Perception	Within and Between	__10__ Pounds
<input checked="" type="checkbox"/> Hearing/Listening	Facilities/Offices	<input type="checkbox"/> Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	<input type="checkbox"/> Climbing	_____ Pounds
<input type="checkbox"/> Touching	<input type="checkbox"/> Ability to Mount and	<input type="checkbox"/> Driving (local/over
<input checked="" type="checkbox"/> Dexterity	Dismount Equipment	the road)
<input checked="" type="checkbox"/> Hand	<input type="checkbox"/> Pushing/Pulling	Other _____
<input checked="" type="checkbox"/> Finger	<input checked="" type="checkbox"/> Typing	_____
<input checked="" type="checkbox"/> Standing		_____
<input checked="" type="checkbox"/> Sitting		

### Mental Reasoning Requirements:

<input checked="" type="checkbox"/> Reading - Simple	<input type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input type="checkbox"/> Reading - Complex	<input checked="" type="checkbox"/> Clerical	<input type="checkbox"/> Judgment/Decision Making
<input checked="" type="checkbox"/> Writing - Simple	<input checked="" type="checkbox"/> Basic Math Skills	<input checked="" type="checkbox"/> Stress

### Work Environment:

<input type="checkbox"/> Shift Work	<input type="checkbox"/> Outside	<input type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input type="checkbox"/> Extreme Heat	<input type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input type="checkbox"/> Extreme Cold	<input type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	<input type="checkbox"/> Noise	<input type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input type="checkbox"/> Mechanical Equipment	<input type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Electrical Equipment	<input type="checkbox"/> Dirt Dust

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**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

#### Approvals:

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_