

Town of Hill, NH
Selectmen's Office
Job Description

Job Title: Administrative Bookkeeper

Employment Status: Part-time (24 Hrs/Wk)

Job Summary: Assists the Board of Selectmen in coordinating a wide variety of general Bookkeeping, financial management functions and performing some secretarial and administrative support duties as may be required to insure smooth operation of Selectmen Office. Work requires the extensive application of knowledge of municipal organizations, Bookkeeping Principles and municipal finance.

Supervision Received: Works under the general supervision of the Board of Selectmen. Performs regular duties on own initiative, exercising a high degree of judgment and tact. This position is evaluated annually by the Selectmen based on the work completed and the adherence to duties and team performance.

Essential Duties:

1. Posts and tracks deposits, payroll, invoices, and accounts payable checks; prepares bi-weekly payroll & Accounts Payable checks. Monitors uncollected taxes. Manages Town's cash flow by monitoring checking account balance and transforms funds as necessary to maintain balance within insured limits. Reviews budgets, prints departmental reports, and highlights problem areas for Department Heads' attention. Reconciles accounts; balances with Treasurer. File quarterly reports with the IRS and end of year W2's and 1099 filings. Review general ledger at year-end; makes adjustment entries as needed for review by Auditor.
2. Human Resources, maintain employee records, staff certifications, health benefit plans, retirement plans, unemployment reporting and completing on-boarding process in hiring of new employees for the Board of Selectmen.
3. Assist the Board of Selectmen and Department Heads with the Budgeting Process and contract review for utilities and other commodities needed for the town. Prepares bid documents, negotiates and administers contracts as requested and directed by the Board of Selectmen.

4. Assists Selectmen in the preparation of annual Town Budget and Town Meeting Warrant Articles to include any petition warrant articles and prepare the Annual Town Report to include all department information as well as all outreach programs.
5. Ensures the adequacy of all types of insurance coverage including fire, casualty and liability insurance of all town property and town officials including health and worker compensation for all town employees. Compiles financial information and salary analysis reports for Primex and Health Insurance companies affiliated with the Town.
6. Prepare and schedule the yearly financial audit between the audit firm, the departments and Trustees of the town.
7. Obtains quotes for and orders for office supplies as needed for departments.
8. Reporting with the State of New Hampshire DRA and have a full understanding of the portal reports and the filing dates.
9. Acts as liaison to the State and FEMA and summarizes detailed tracking of work done during a declared emergency (i.e. flooding). Provides documentation and accounting to meet State Funded Project obligations.
10. Perform the duties of the welfare officer such as paperwork, work with agencies and the understanding of leaning to ensure the town receives payments for services rendered.
11. Attend workshops and seminars to enhance municipal knowledge of new and changing laws and issues regarding labor rules and regulations.
12. Completes other tasks as directed by the Select Board consistent with those of Administrative assistant.

Knowledge, Skills and Abilities Required by The Position:

Understands secretarial practices and procedures; thorough knowledge of bookkeeping principles and municipal finance. Good use of English, spelling, vocabulary and arithmetic; thorough knowledge of modern office equipment, including computers. Considerable knowledge of Town operations and organization. Knowledge of State statutes dealing with town administration and municipal finance; knowledge of Town Office administrative procedures. Working knowledge of the application of double- entry bookkeeping principles of accounting transactions and municipal finance. Skill in the use of personal computers and customary office software, especially word processing and spreadsheet software and QuickBooks. Ability to assemble, organize, and present

in written or oral form statistical, financial and factual information derived from a variety of sources; ability to maintain administrative, fiscal, and general records; ability to prepare effective correspondence; ability to work independently and make decisions as necessary, ability to maintain administrative and general records and to prepare reports and answer questions from records; ability to speak, write and communicate effectively; ability to apply bookkeeping principles in the maintenance of control records and the preparation of financial statements; ability to prepare accurate and complete financial reports using QuickBooks and spreadsheets and make mathematical computations quickly and accurately. Ability to be detail oriented, organized, work well under pressure and maintain a high level of professionalism and confidentiality at all times; ability to handle multiple tasks simultaneously; ability to prioritize tasks; ability to maintain effective working relationships with high level officials, department heads, employees, and the general public and to deal with public relations problems courteously and tactfully.

Minimum Qualifications Required:

- Associate degree in Office Management, Business/Public Administration, or related field.
- Five years progressively responsible experience as Administrative Assistant, preferably in a municipal office.
- Proficient in QuickBooks; certification is a plus.
- Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities to perform the outlines duties.

Physical Exertion/ Environmental Conditions:

(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.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to move, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.

Employee

Date

Selectmen

Date

Selectmen

Date

Selectmen

Date