



Town of Wenham

Administrator's Office
138 Main Street / PO Box 576
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x2 FAX 978-468-8014

JOB POSTINGS

POSITION POSTING: Finance Assistant & Payroll Coordinator

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to nroebugk@wenhamma.gov or mailed/hand delivered to:

**Wenham Town Hall
Town Administrator's Office
138 Main St
Wenham, MA 01984**

Submittal Deadline: Monday, September 17, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at www.wenhamma.gov or by calling 978-468-5520 x2.

FINANCE ASSISTANT & PAYROLL COORDINATOR

Status: Permanent / Full-time 30.0 Hrs. / Wk.
Department: Finance
Start Date: Negotiable
Compensation: Starting rate from \$21.01 to \$26.26/ Hr.
Requirements: High school diploma and three years of experience in accounting, finance, business administration or a related field or any equivalent combination of education and experience. Associates degree or administrative certificate and payroll experience preferred.

Job Description: Under the direct supervision of the Finance Director, this position provides skilled bookkeeping and clerical work in assisting the Finance Department with payroll entry, general collections, accounts payable, and all other related work as assigned.

FINANCE
FINANCE ASSISTANT & PAYROLL COORDINATOR

DEFINITION

Provides skilled bookkeeping and clerical work in assisting the Finance Department with payroll entry, general collections, accounts payable and all other related work as assigned.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Compiles and posts employee timesheets and payroll data into the automated payroll system under the supervision of the Treasurer/Collector.
- Responsible for ensuring payroll software is accurate and up to date at all times.
- Enters invoices into the accounts payable module and reviews payables batches submitted by departments for accuracy and appropriateness.
- Collects payments for all taxes including use of check scanner; assists in balancing accounts as needed.
- Receives departmental turnovers and posts in treasury receipt packet.
- Prepares daily or weekly deposits as needed.
- Answers questions via counter or phone from taxpayers, banks and attorneys, vendors and town departments with promptness and professionalism: explains tax collection procedures and regulations under the supervision of Finance Director. Researches questions and provides resolution. Assists taxpayers in understanding tax bills and related documents.
- Maintains and orders Finance Office supplies.
- Distributes incoming mail to appropriate departments.
- Performs other duties as assigned by the Finance Director.

SUPERVISION RECEIVED

Under general direction of the Finance Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

ACCOUNTABILITY

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

High school diploma and three years of experience in accounting, finance, business administration or a related field or any equivalent combination of education and experience. Additional coursework towards an Associate's degree or administrative certificate preferred. Payroll experiences is advantageous.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of office administration, procedures and practices. Ability to prioritize tasks and deal effectively with interruptions.

Abilities: Ability to establish and maintain effective and harmonious working relationships. Ability to establish and maintain complex record keeping systems. Ability to operate a check scanner, telephone and standard office equipment. Ability to operate a computer and office software. Ability to analyze information, and develop and present appropriate recommendations to supervisors. Ability to understand, interpret, and explain Town policies. Ability to communicate clearly and concisely both verbally and in writing with a variety of internal and external constituencies, especially during Town emergencies. Ability to use the Town's Financial Management System with training.

Skill: Skill in operating computers and applicable word processing and statistical applications. Excellent customer service skills. Must possess excellent organizational skills and interpersonal skills. Proficient in Microsoft Office Suite. Strong time management skills to effectively coordinate and manage multiple project assignments between multiple departments. Must have the skill in using the payroll system. (Harpers).

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. Will spend extended periods of time at computer terminal, on telephone or operating other office equipment requiring eye-hand coordination and finger dexterity.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.