

TOWN OF ROCKLAND

Job Description

Position Title:	Administrative Assistant- Sr. Clerk	Grade Level:	2
Department	Accounting	Date:	04/09/2022
Reports to:	Town Accountant	FLSA Status:	Non-exempt

Statement of Duties:

Routine to semi-complex clerical and administrative support duties. Assists the Accounting Department; in all accounting related duties as required. The required duties or responsibilities below are representative of the knowledge, skills, and/or ability required including, but not limited to, public relations, computer knowledge, filing, answering phones, and correspondence in dealing with the public and municipal departments. Highly responsible technical and administrative support work for the Accounting Department.

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.

- Receives telephone calls: takes and relays messages. Provides general information and assistance to depts and vendors.
- Utilize Microsoft office to create forms, reports, memoranda and correspondence from handwritten or rough draft, requiring some editing before finalization.
- Sorts and files various materials.
- Reviews bill schedules submitted by departments for accuracy, detail, assignment of accounting code, and proper authorizations. Verifies computations. Prepares vouchers. Completes processing of bill schedule, including organizing warrants and filing of vouchers and warrants. Computes and verifies the total amount of expenditures, reconciling adding machine total with computer total. Stamps vouchers. Contact departments if discrepancies. Prepares AP warrants for final review and signature by Town Accountant, Town Administrator and Board of Selectmen.
- In the absence of the Assistant Town Accountant prepares and distributes monthly accounting reports.
- In the absence of the Assistant Town Accountant, reviews and verifies payroll in accordance with personal, union and non-union personnel contracts for both Town and School personnel providing final approval authorization for the Treasurer's Office to proceed with payroll transmission.
- Assists Town Accountant and Assistant Town Accountant with a variety of clerical and technical support functions, as needed.

Supervision Required: Works under supervision of the Town Accountant to whom problems and questions are directed. Also expected to be a self-starter who uses his/her own initiative to complete both routine and detailed tasks.

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Supervisory Responsibility: Work does not normally include any supervisory responsibility.

Confidentiality: The employee has regular access to confidential information such as department and client records in accordance with the State Public Records Law.

Accountability: Attention to detail is of extreme importance due to the nature of the type of documents which are processed. Consequences of errors missed deadlines or poor judgment may include adverse customer relations, legal repercussions, labor material costs, and missed deadlines.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or 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 Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines to render service, or resolve operating problems. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving issues.

Recommended Minimum Qualifications:

Education and Experience: High School Diploma or equivalent, preferably an associate degree and/or accounting courses preferred, with two (2) years' experiences in an office environment preferably in government, banking, business, or other related fields.

Special Requirements: None

Knowledge, Abilities and Skill

Knowledge: Must have experience with standard office technology, including computers, calculators, and copy machines. Preferred knowledge in Munis software or other comparable accounting software or an ability to learn Munis software quickly. Proficiency with Microsoft Office Suite.

Abilities: Ability to work independently and provide excellent customer service to the public and other department personnel; ability to perform multiple tasks in a detailed organized manner. Aptitude for working with numbers and the ability to work in an environment with frequent interruptions.

Skills: Strong written, verbal, telephone, and inter-personal skills along with good typing skill (accuracy and speed). Self-starter who takes initiative to complete both routine and detailed

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tasks.

Work Environment: Work environment is typical of a professional office, involving moderate noise levels and frequent interruptions by customers and phone calls. Environment involves everyday risks which require normal safety precautions typical of offices.

Physical and Mental Requirements

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 position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is required to constantly read documents and reports for general understanding.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.