



Job Description

Town of Westerly

Job Title:	Finance Assistant								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Director of Finance				Supervision Exercised:	None			
Last Revision:	08/17								

General Summary:

This position is responsible for providing basic accounting and administrative support tasks, which includes providing administrative support to the Department, working on a variety of financial and accounting projects assigned by the Department Head.

Essential Functions:

1. Reviews on-line bank statements daily and posts all wire receipts to accounts and forwards copies to departments when necessary;
2. Processes all bank fund transfers, including health, dental, state and payroll;
3. Reconciles various general ledger accounts daily/monthly;
4. Prepares daily general fund deposits and sends to Accounts Receivable Coordinator;
5. Maintains debt book; Processes all debt service payments;
6. Assists with annual budget process, including data entry; Creates new object numbers when necessary and adds to appropriate department;
7. Prepares all budget transfers, including transfers and supplemental appropriation by budget related resolutions and ordinances;
8. Maintains and updates various files such as town ordinances, resolutions and state general laws;
9. Provides required information to auditors in a timely manner;
10. Assists tax office, accounts payable, accountant and when needed;
11. Receives and distributes Finance Department mail; coordinates inter office mail for school department and department of public works for pick up by courier
12. Prepares summary and detail reports for all funds after audit is completed;
13. Maintains files and spreadsheets on all projects;
14. Reconciles Opal tax payments with Munis on a monthly basis;
15. Responsible for processing requisitions for supplies, faxes purchase orders to vendors, receives and check delivery, prepares vouchers for vendor payment;
16. Collects the Finance Department timesheets and prepares summary cover sheet; distributes paychecks;
17. Performs clerical duties required for Finance Director, including receiving telephone calls and visitors; typing; arranging appointments and conferences; opening and reading incoming mail;

setting up and maintaining confidential records; analyzing and sorting for filing.
18. Performs similar or related work as required, directed or as situation dictates.

Other Functions:

1. Attends conferences, seminars, training and meetings as required.
2. Processes information requests for the assigned division.
3. Periodic additional work hours required.

Education & Experience:

Education:

Associates Degree in business administration, assessment, public administration or closely related field.

Experience:

Two years of experience in performing intermediate to advanced financial and accounting work.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Working knowledge of the principles and practices of office management techniques.
- Working knowledge of office automation technologies used to increase efficiency in administrative support work.

This position requires the following skills:

- Skill in a number of different office software and equipment.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Successfully pass a background check, including a credit check.

Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)	X			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds			x		
Up to 25 pounds			x		
Up to 50 pounds		X			
Up to 100 pounds		X			
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		x			
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions		x			
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
x	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.