

Town of Scotland, CT
Bookkeeper
Job Description

Job Title: **Bookkeeper**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:

Job Desc. Last Review Date

Job Desc. Approved By: **Scotland BOS** Date:

This position is: Elected Appointed Hired

POSITION SUMMARY

The bookkeeper is responsible for the processing and record keeping for the town's financial transactions. He/she processes and posts payroll and accounts payable invoices in a timely manner.

JOB DUTIES

1. Keep records of financial transactions; processes, posts, and files copies of deposits and invoices.
2. Verify, allocate, and post details of business transactions to the Town computerized accounting system and from documents such as sales slips (for reimbursement), invoices, receipts, check stubs, and computer printouts, and process all necessary journal entries.
3. Handle all vendor inquiries regarding accounts payable and receivable.
4. Review all approved invoices to assure they have not already been paid. Print trial balance and give it to First Selectman for review semi-monthly.
5. Process payroll for Town government; maintain payroll journals; make payroll tax payments, prepare payroll withholding, Social Security, and other reports as required by the state and federal government, semi-monthly, quarterly and annually. Process new hire payroll package.
6. Post and pay bills authorized for payment by the First Selectman or Board of Selectmen.
7. Ensure that the Town's financial records are always open to the inspection of any taxpayer in Town.
8. Assist in gathering information and coordinating financial data for Town Audit.
9. Maintain regular hours in the Town Hall when town hall is open, specific hours to be determined by the First Selectman.
10. Work with the First Selectman and Treasurer to implement any plan in response to any material deficiencies identified by the auditors.

11. Work with the First Selectman and Treasurer to prepare the annual budget.
12. Post summary transactions to the General Fund as provided by the Board of Education Finance Department.
13. Monitor budget versus actual information throughout the year; recommend budget adjustments to the First Selectman. A budget versus actual report should be printed weekly and submitted to the Board of Selectmen, the Treasurer, and each Department Head.
14. Prepare reports for the Board of Selectmen and other departments, as requested.
15. Assist the Board of Education with accounting records as needed.

The duties listed above are intended only as illustrations of the various types 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.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

1. Works under the direction of the First Selectman and the Board of Selectmen.
2. Is subject to yearly audit by the firm hired to audit the Town's books.

QUALIFICATIONS

1. Experience in governmental business, bookkeeping, finance, or any equivalent combination of education and experience. Knowledge of generally accepted principles of governmental accounting not required but nice to have.
2. Experience in payroll processing, compliance and reporting.
3. Knowledge and experience with email, Microsoft Office, and computerized accounting and spreadsheet systems.
4. Communication skills to communicate with staff, townspeople, and outside vendors.
5. Mathematical skills to maintain and balance accounts, verify invoices, post fees, receive and deposit funds, and prepare journal entries, and balance accounts receivable.

TOOLS AND EQUIPMENT USED

Telephone system, computer, accounting software.

PHYSICAL DEMANDS

1. Hand-eye coordination is necessary to operate computers and read books and associated material.
2. While performing the duties of this job, the employee is frequently required to talk, hear; sit, and use hands.
3. The employee is occasionally required to stand, walk, or climb stairs. The employee must occasionally lift and/or move up to 30 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
5. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

General office environment.

Interaction with town residents, town board and commission members, and auditors.

COMPENSATION

1. This is a salaried position; salary is determined by the BOS, and voted on as part of the town budget process.
2. Any travel required is compensated at the prevailing IRS rate.
3. Pay period is bi-weekly
4. There are no health or retirement benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.