

# TOWN OF COLCHESTER

## JOB DESCRIPTION

**Position: Senior Accountant**

**Reports to: Finance Director**

**Department: Finance**

**Classification: Exempt**

**Job Function:** Under the direction of the Finance Director, the Senior Accountant provides senior accounting functions for the Town, including payroll, audit preparation, utility billing, accounts payable oversight, grant and general ledger reconciliation, and various reporting. The position also provides guidance to Finance employees and other Town Staff.

### **Essential Functions:**

#### **Payroll:**

- Shared responsibility for all aspects of payroll function, including preparation, processing changes, employee setup, direct deposits, tax deposits, accruals maintenance and remittance of withholdings to appropriate parties;
- Calculates and processes retroactive payroll changes, as needed;
- Serves as a liaison to staff for payroll-related questions and concerns;
- State and Federal reporting of required employee information and wage data;

#### **Accounts Payable:**

- Reviews and approves purchase orders prepared by other Finance Staff;
- Researches and assists in resolving accounts payable issues;
- Prepares and files 1099's;

#### **General Ledger:**

- Prepares regular monthly journal entries;
- Reviews balance sheet accounts and reconciles for audit;
- Researches current and historical data, as requested;
- Works with auditors and prepares work papers for the audit;
- Files Single Audit with Federal Audit Clearinghouse and state agencies;
- Reconciles bank statements, petty cash funds, and other accounts, as needed;
- Preparation of miscellaneous invoices;
- Oversees daily reporting of cash transactions;
- Researches miscellaneous cash receipts received in preparation of deposit;

#### **Utility Billing:**

- Oversees compilation of water meter reading data from various sources;
- Administers wastewater and stormwater accounts including billings and interest;
- Interfaces with the Department of Public Works and various external stakeholders regarding wastewater billing issues;

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- Assesses interest and penalties for late payments, monitors accounts receivable correspondence with users regarding past due balances, and consults with the Public Works Director, when necessary, regarding delinquent accounts;
- Prepares journal entries for billing, penalties, payments and adjustments;

### Miscellaneous:

- Oversight of departmental staff in the absence of the Finance Director;
- Grant preparation and reconciliations;
- Maintains records of annual debt issued and prepares IRS reports;
- Completes annual Certificate of Audit required by state;
- Assists with annual Department of Justice Equitable Sharing Agreement and Certification Report;
- Assists department heads and employee with information requests;
- Provides budget and calculates semi-annual invoices for various agencies;
- Assists in preparation of annual budget;
- Maintains custody of Town credit cards;
- Other general financial and administrative duties, as assigned;

### Knowledge, Skills, and Abilities:

- Bachelor's degree in Accounting, Finance or related field, and five or more years of progressively responsible accounting experience, preferably in a governmental setting;
- Detail-oriented, accurate and analytical;
- Ability to plan, organize and prioritize tasks in order to complete assignments in a timely manner and meet deadlines;
- Ability to effectively and discreetly handle confidential information;
- Ability to professionally and cooperatively establish and maintain effective working relationships with coworkers, officials and the general public;
- Proficient in MS Office Suite, with advanced Excel skills and ability to work with accounting software;

### Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Seeing            | <input type="checkbox"/> Ability to Move Distances | <input checked="" type="checkbox"/> Lifting (specify) |
| <input type="checkbox"/> Color Perception             | <input type="checkbox"/> Within and Between        | 10 Pounds   |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Facilities/Offices        | <input type="checkbox"/> Carrying (specify)           |
| <input checked="" type="checkbox"/> Clear Speech      | <input type="checkbox"/> Climbing                  | _____ Pounds  |
| <input type="checkbox"/> Touching                     | <input type="checkbox"/> Ability to Mount and      | <input type="checkbox"/> Driving (local/over          |
| <input checked="" type="checkbox"/> Dexterity         | <input type="checkbox"/> Dismount Equipment        | the road)   |

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## JOB DESCRIPTION

- X Hand
- X Finger
- X Standing

- Pushing/Pulling
- X Typing

- Other \_\_\_\_\_  
\_\_\_\_\_
- X Sitting

### Mental Reasoning Requirements:

- |                     |                     |                            |
|---------------------|---------------------|----------------------------|
| X Reading - Simple  | X Writing-Complex   | X Analysis/Comprehension   |
| X Reading – Complex | X Clerical          | X Judgment/Decision Making |
| X Writing – Simple  | X Basic Math Skills | X Stress                   |

### Work Environment:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Shift Work | <input type="checkbox"/> Outside              | <input type="checkbox"/> Pressurized Equipment |
| X Works Alone                       | <input type="checkbox"/> Extreme Heat         | <input type="checkbox"/> Moving Objects        |
| X Works with Others                 | <input type="checkbox"/> Extreme Cold         | <input type="checkbox"/> High Places           |
| X Verbal Contact w/Others           | X Noise                                       | <input type="checkbox"/> Fumes/Odors           |
| X Face-to-Face Contact              | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials   |
| X Inside                            | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Dirt Dust             |

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

### Approvals:

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_