

NORTHFIELD MUNICIPALITY JOB DESCRIPTION BOOKKEEPER

FLSA Designation: Non-exempt

Nature of Work:

Accounting position for the Municipality.
Reports to the Finance Director.

Duties and Responsibilities:

Examples of Work (Illustrative Only):

- Maintain all cash accounts.
- Carry out all aspects of payroll processing including employee benefits.
- Reconcile ambulance billing information provided by third party billing company.
- Record property tax billing and adjustments.
- Maintain grant records.
- Process online electronic banking functions including payroll direct deposits, and ACH collection files for property taxes and for the Utility office.
- Perform bank reconciliations.
- Assist with Town annual reports.
- Assist with year-end audit.
- Update the procedure manual as directed.
- Act as a backup for the other Bookkeeping position.
- Perform any other duties assigned by the Finance Director.

Requirements of Work:

- Ability to communicate effectively, orally and in writing.
- Ability to work well with others and operate effectively as part of a team.
- Ability to work independently to complete work and special projects on time and with accuracy.
- Strong analytical ability with attention to detail.
- Ability to organize data into a usable format using Microsoft Office with emphasis on an advanced level of Excel.
- Ability to use the internet as a research tool.
- Up-to-date knowledge of state and federal laws and regulations related to electronic banking, payroll, and accounts payable.

Education, Training and Experience:

Associate degree from an accredited college or university with major course work in accounting or business administration preferred or a minimum of three years related work experience. Experience with on-line federal and state reporting and knowledge of intermediate to advanced levels of spreadsheet and word-processing applications desired.