

Position Purpose:

Performs complex professional accounting work under the FRCOG's town Accounting Fee-For-Service Program; provides professional accounting services to municipalities under individual contract agreements. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below 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.)

- Maintains detailed accounting records, assuring that accounting practices conform with the established policies and procedures and meets town, state and federal requirements.
- Responsible for the preparation of vendor and payroll warrants for the Select Board. Examines vouchers, department bills and payrolls for accuracy and availability of funds before payment by the Treasurer.
- Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

A minimum of two years education beyond high school with an emphasis on accounting or a related field preferred; three (3) years of progressively responsible administrative/office/bookkeeping experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of general accounting practices; familiarity with requirements of municipal accounting; and an understanding of the municipal budget process.

Ability: Ability to plan and prioritize work and perform multiple tasks with attention to detail; to manage many accounts accurately; to work independently and be self-motivated; to communicate effectively both in writing and verbally; to establish and maintain spreadsheets; to operate standard office equipment.

Skill: Strong computer skills and with municipal accounting software; excellent written and oral communication skills; proficient organizational and office management skills

Physical 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 essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May occasionally move objects weighing up to 10 pounds. Must be able to communicate effectively in writing and orally

Supervision:

Supervision Scope: Performs highly responsible functions of moderate complexity within the guidelines of established procedures. Questions are referred to the Supervisor.

Supervision Received: Work is performed under the direction of the Town Accounting Program Manager and Town Accountant(s).

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy, and subject to frequent interruptions.
- Operates computer, printer, scanner, calculator, copier, facsimile machine, and other standard office equipment.
- Employee has frequent contacts with the public, FRCOG staff and member organizations. Contacts are by phone, through correspondence, email, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential departmental information.
- Errors could result in delay of services.

(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.)