

Town of Lincoln, Vermont

May 2, 2016

BOOKKEEPER DEFINITION/AREAS OF RESPONSIBILITY

This is specialized, advanced clerical work involving the application of basic bookkeeping principles and practices in the maintenance of financial records and more complex clerical tasks.

- Position is responsible for applying basic bookkeeping principles to a range of financial records such as general ledger, payroll, accounts payable and receivable as well as preparing tax bills.
- Position reports to the Select Board Chair and may provide clerical assistance to the Select Board which involves diversified clerical duties which require general knowledge of all departmental and Town functions.

EXAMPLES OF WORK PERFORMED:

- Prepares periodic reports relating to the financial condition of the Town
- Examines and checks vouchers, invoices and other financial documents for compliance with laws and ordinances and accuracy of computations
- Computes and prepares, prints and is responsible for distribution of tax bills, posts monthly interest on delinquent taxes and prepares reminder notices
- Presents warrants to Select Board and distributes payments following board approval
- Aids in preparation of the budget and town report
- Ensures completion of new hire documentation, including: W-4s, insurance papers, personnel and procedures policies
- Set up personnel files
- Prepares W-2s and 1099, workers compensation audit binder, schedules and attends workers compensation audit
- Prepare and submit all payroll reports, unemployment, 941 federal and state withholding, retirement and fringe benefits
- Receives all unusual cash receipts, including: escrow payments, grants, insurance proceeds, loan payments

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- Prepares and reconciles bank deposits
- Reconciles all bank statements and maintains all fund accounts. Assists auditors during annual audit with regard to the preparation of financial statements
- Assists attorneys final tax figures
- Prepares and provides information to the auditors examining the financial records of the Town
- Coordinates functions and activity with the Town Treasurer

NECESSARY KNOWLEDGE AND ABILITIES:

- Knowledge of bookkeeping principles and practices and their application to accounting transactions
- Knowledge of modern office practices and procedures
- Ability to maintain financial records and prepare financial reports
- Ability to make and verify computations for accuracy
- Ability to make decisions according to established procedures
- Ability to follow and understand complex oral and written instructions
- Skill in the operation of personal computers and other office equipment
- Knowledge and experience using computerized accounting systems
- Knowledge and experience with NEMRC municipal software
- Familiarity with Windows and Microsoft applications
- [Fluent in the use of MS Word and MS Excel](#)
- Ability to establish and maintain an effective working relationship with the public and other employees

QUALIFICATIONS DESIRED:

- Associate's Degree in Accounting
- Excellent public relations skills; be a team player and able to establish and maintain working relationships with employees, elected officials and the public
- Must be organized and able to work under pressure and meet deadlines. • Experience in municipal accounting procedures and with NEMRC accounting software is preferred, but not required.