

Job Description: Payroll / Sewer Billing Clerk

Nature of Work:

This is responsible fiscal, clerical and accounting work in the maintenance and preparation of Town financial records.

Employees of this class are responsible for the performance of varied bookkeeping and clerical assignments involving the application of bookkeeping skills for the town books and accounts. Work is performed under the supervision of the Finance Director, involves a considerable range of accounting, payroll and related processes, and includes the operation of a computer and other business machines. Public contact is required. Employee follows established procedures and regulations but must exercise judgment and independent initiative. Work is checked by observation, verification, internal controls and through fiscal audits.

Essential Duties and Responsibilities:

Processes and prepares payroll for Town; prepares payroll related report such as FICA, state and federal withholding payments; maintains departmental records, and issues paychecks.

Maintains all Town personnel records including employee status, records of time worked, payroll and deductions, sick leave, vacation time, wage increases, etc.

Prepares report for unemployment, Social Security and the Maine State Retirement System. Prepares Worker's Compensation reports from information furnished by Department Heads.

Performs monthly review of account records within area of responsibility to balance accounts. Prepares general journal input forms to reconcile error and adjustments when necessary.

Prepares commercial and residential sewer bills on a quarterly basis; prepares and processes all sewer liens, which may include title research; processes new sewer accounts, including sewer hookup payments; updates all sewer and water billing records in the municipal accounting system, prepares a variety of correspondence relating to sewer accounts and answers routine sewer telephone inquiries.

Responds to customers over the telephone and at the counter, including but not limited to the registration of car, truck and other motorized vehicles, the issuance of various licenses and permits and the collection other fees and taxes.

Serves in a backup capacity to the Accounts Payable Clerk through receiving and processing invoices for payment. Prepares checks and maintains related records. Assists in the review of source documents such as invoices, cash receipts, purchase orders and master file lists for completeness and accuracy. Makes corrections on discrepancies.

Performs related work as required.

Requirements of Work:

Knowledge of bookkeeping principles and procedures, including knowledge and understanding of the state statutes relating to personnel law and regulation.

Ability to exercise judgment and initiative in analyzing and evaluating bookkeeping problems and in developing or recommending modifications and improvements in existing bookkeeping procedures.

Ability to follow detailed work instructions, both written and oral.

Willingness and ability to pursue professional improvement.

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.

Knowledge of modern office practices, procedures and equipment.

Training and Experience Required:

High school graduation including or supplemented by coursework in accounting and general commercial subjects, with experience in full range of clerical work; abilities in personal computer operation and MS office suite an advantage; or any equivalent combination of experience and training.