

TOWN OF HAMDEN

Account Clerk

Classified/Competitive
Department: Finance

B.U.: AFSCME, Local 2863
Salary: Scale A, Range 7

Position Definition: Performs clerical accounting work of some complexity and variety in the functional area of accounts payable, and performs general office clerical work.

Supervision Received: Receives general direction from the Director of Finance, who outlines general policies, assigns duties and reviews work for conformance with standards; performs duties on own initiative, exercising judgment and tact; and receives task supervision from the Operations Manager.

Supervision Exercised: None.

Examples of Essential Job Duties: Performs calculating, posting, data entry and verifying tasks in processing financial data for use in an accounts payable central control system. Prepares and reviews purchase orders within the Finance Department, invoices and related information for proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures and related information. Processes order to Director for approval and places order. Responds to vendor inquiries and resolves problems related to orders, payments, etc.

Receives and processes invoices. Verifies receipt of goods or services and matches approved invoices to the purchase order. Prepares payments and submits for signature as required. Runs monthly accounts payable reports. Interacts with department heads and staff members and vendors to assure timeliness of purchases and dependability of vendors. Responds to vendor inquiries and resolves problems related to orders, payments, etc. Processes and monitors partial payments for various accounts, and maintains related records. Regularly adds, changes or deletes vendors from system. Determines 1099 status for all payments.

Prepares information sheets for encumbrances, account adjustments, payments, and related information and processes as necessary. Provides information and data to external auditors regarding Accounts Payable and expenses for annual audit of Town financial records. Maintains accounts payable files by fiscal year, runs reports as needed.

Performs payroll and accounts receivable work on an as needed basis. Receives, reviews and prepares payroll information for entry into an automated payroll system. Performs calculating, posting and verifying duties to obtain financial data for payroll deductions; including withholding taxes, OASI payments, group insurance, retirement, and other deductions. Performs calculating, posting, verifying, and reconciling financial data for accounts receivable purposes. Tracks and balances revenue including cash receipts, prepares deposits, and maintains and reconciles various bank accounts. Coordinates record keeping for special accounts as assigned.

Examples of Incidental Job Duties: Assists in maintaining and updating computer system applications, including input on desired program changes. Maintains system by inputting all software updates. Purges historical data at end of fiscal year or as necessary. Establishes and maintains financial and office administrative records and files as needed.

Performs general office clerical tasks. Operates standard office equipment such as computer, copy machine, calculator, etc. Performs other related duties as directed. Provides clerical support for the Risk Manager. Reports claims to insurance carriers, maintain files and other risk management clerical duties as required.

Minimum qualifications required: The qualifications required are graduation from high school and four (4) years of office experience in accounting, financial record keeping or bookkeeping; or an Associates degree in Business Administration or Accounting, with two (2) years of accounting or bookkeeping experience, or any equivalent combination of education and experience.

Knowledge, skills and abilities: A thorough knowledge of basic accounting procedures, including accounts payable, accounts receivable and payroll. Experience with automated accounts payable (PC and/or mainframe based) is required. Must acquire a proficiency in department-specific computer applications and have a general knowledge of integrated software such as Microsoft Office and its applications including Word and Excel, and be able to utilize the Town's e-mail system, or be able to acquire these skills within a limited training period as determined by department needs. A good working knowledge of Microsoft Word and Excel is necessary. Must be skilled in performing complex arithmetic calculations, including ratios, rates and decimals. Must be able to apply the principles of bookkeeping to resolve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to maintain financial records of some complexity and to prepare reports and statements. Ability to interpret a variety of instructions furnished in written, oral, and diagrammatic or schedules form. Ability to respect confidentiality of privileged information.

License or certificate: Connecticut Motor Vehicle Operator's license desirable.

Physical, mental exertion/environmental conditions: Performs duties in an office environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, check signers, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. May be required to occasionally drive to banks and off-site training classes. There is some stress in meeting deadlines.

Note: The above tasks and responsibilities are illustrative only. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.