TOWN OF DUNBARTON

POSITION TITLE: Accounting Secretary

DEPARTMENT: Administration

JOB STATUS: Part-Time; Individuals who are regularly scheduled to work less than 35 hours per week. Part-Time employees are not eligible for benefits described in the Dunbarton Personnel Plan except to the extent required by State or Federal Law.

JOB SUMMARY: This position performs all routine work associated with the operation of office administration duties and provides assistance and administrative support to the Town Administrator. Performs moderately complex work in bookkeeping (municipal accounting), and general clerical work.

SUPERVISION RECEIVED: This position receives direct supervision and policy direction from the Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Able to follow oral and written instructions.

2. Attends to many items simultaneously, and/or in sequence.

3. Maintains an appropriate level of confidentiality regarding records of the organization.

4. Familiar with, and executes safe work procedures associated with assigned work.

5. Maintains accounting records of the town in accordance with laws, regulations and generally accepted practices, required for annual audit.

6. Prepares routine financial statements and reports (monthly to department heads; twice annually provide detail transaction reports).

7. Acts as backup to prepare and maintain payroll, to include confidential personnel records, payroll tax reporting, and other benefit reporting (retirement, disability, etc.).

8. Handles employee benefit documentation, reporting updates and files. Reports worker’s comp, accident and other liability insurance claims to the insurance company and performs follow-up as required and maintains files.

9. Performs other related duties as assigned.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of the principles and practices of public administration, financial and human resource management.

2. Knowledge of town policies and procedures, and state and federal statutes.


4. Knowledge of the principles and practices of effective human resource management and public relations.

5. Knowledge of research methods and techniques.

6. Skill in planning, organizing, analyzing, decision making and problem solving.

7. Skill in public and interpersonal relations.

8. Skill in performing analytical operations.


10. Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier and printer.

11. Ability to communicate effectively, both verbally and in writing.

12. Ability to establish and maintain effective working relationships with employees, town officials, the business community, the general public and state, regional and federal officials.

13. Ability to maintain confidential information.

PHYSICAL REQUIREMENTS: There are no special physical requirements. There may be some lifting and carrying of items up to 25 lbs. and some reaching, bending, hand manipulation and frequent talking, hearing and seeing.

WORK ENVIRONMENT: There are everyday risks or discomforts that require normal safety precautions typical of office environments.

MINIMUM QUALIFICATIONS:
1. Knowledge and level of competency commonly associated with the completion of an associate’s or bachelor’s degree in business, public management, accounting/finance or related occupational field.

2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three years of progressively responsible administrative support experience, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

**Signatures:**

I have reviewed the content of this job description with my supervisor.

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Employee’s Signature</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor’s Name and Title:  Line Comeau, Town Administrator

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selectman’s Signature</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selectman’s Signature</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selectman’s Signature</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>