

Town of East Lyme

***Fiscal Assistant- Accounts Payable***

**Job Title: Fiscal Assistant- Accounts Payable**

**Affiliation: UPSEU**

**Reports to: Finance Director**

**Effective Date: Posted April 25, 2024/ Open until filled**

The Town of East Lyme is seeking a Fiscal Assistant for Accounts Payable.

**NATURE OF WORK:** Working within clearly established accounting systems and procedures, employee exercises considerable independent judgement to document and record financial transactions of moderate complexity and variety in the functional areas of processing related documents to produce payments for goods and services for Town purchases. Records, classifies, and reviews expenditures of Town departments, and enters information through a computer terminal for application in an automated accounting system, other related activities, and general office work.

**SUPERVISION:** Work is performed under the general supervision of the Director of Finance and verified in accordance with department procedures.

**ESSENTIAL JOB FUNCTIONS**

- Receives oral and written instruction from supervisor
- Provides back-up for payroll preparation and accounts receivables
- Prepares Monthly Reports as assigned
- Handles Town Department deposits and assists AR Clerk in deposit procedures
- Plans and organizes work according to established office procedures.
- Receives and processes requisitions, purchase orders, and other related purchasing documents
- Operates a computer terminal, entering and retrieving purchasing information to generate purchase requisitions, orders and other related reporting for departmental needs and relieves the Director of Finance of office detail work
- Sends purchasing documents to appropriate departments for review and signature
- Answers questions from departments on purchasing procedures and requirements and sources of supply
- Prepares the billing for monthly fuel by department from town pumps and Municipal Solid Waste Haulers

- Maintains tracking records for fuel, electric, propane and heating oil for all town locations and maintains files of purchasing records
- Plans and organizes work according to standard procedures
- Performs routine calculating, posting, and verification of data to obtain primary financial information for use in maintaining an accounts payable central control system
- Reviews purchase orders, invoices, and related information for proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures, and other pertinent information
- Enters transaction information by computer terminal into automated accounting system
- Compares computer prepared data against source documents for accuracy
- Prepares input information to reconcile errors
- Prepares payment checks for Treasurer's signature by computer entry and printout
- Reviews checks for accuracy and processes payments
- Assists in the maintenance of an assets inventory
- Maintains appropriate levels of supplies and materials for the Department of Finance
- Prepares Board of Finance agenda
- Prepares Pension Board agenda
- Records Pension Board meeting minutes
- Performs such other related duties and responsibilities as required

**\*\*\*\*\*The duties listed above are intended only as illustrative 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\*\*\*\*\***

## **QUALIFICATIONS PROFILE**

The skills and knowledge required would generally be acquired with an Associate's degree in Accounting or Bookkeeping with two years of increasingly responsible clerical accounting or bookkeeping; or any combination and experience that provides the following knowledge, abilities and skills.

- Knowledge of purchasing methods; business practices; and public purchasing and materials principles
- Knowledge of Town guidelines for procurement
- Knowledge of invoices and general billing procedures
- Knowledge of and skill in the application of accounting-clerical principles and procedures
- Ability to process specialized forms, records and applications

- Ability to meet and deal with the vendors, other Town departments and the public
- Ability to operate computer terminal in an automated accounting system
- Ability to utilize word processing, spreadsheet and database software
- Skill in performing computational tasks with accuracy and speed.
- Ability to type
- Ability to organize work according to standard office procedures and to establish priorities within work assignment.
- Ability to follow oral and written instructions.
- Ability to maintain complex records and files.
- Ability to make mathematical calculations including prorated calculations with a high degree of accuracy.
- Ability to express oneself clearly and concisely orally and in writing and to establish and maintain effective working relationships with coworkers, other departments, and the general public.

**DESIRABLE BACKGROUND:**

Prior experience in a government or accounting office.

**PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

This is a full-time, benefited position which works 37.5 hours per week (M-TH 8:00AM-5:00PM, Friday 8:00AM - 11:30AM). Hourly wage is between \$24.65-\$31.70 per the United Public Service Employees Union (UPSEU) Collective Bargaining Agreement based on experience and knowledge. A copy of the UPSEU contract can be found on the Human Resources page of the Town of East Lyme website.

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.

- Mobility to get from one location in the office or workplace to other locations in and outside from the primary office or work place
- Ability to sit for long periods of time
- Ability to reach and bend, and push/pull or lift objects of more than fifty pounds
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports
- Ability to read information charts and/or diagrams from a computer monitor

- Ability to hear normal sounds with background noise as in hearing using a telephone
- Ability to distinguish verbal communication and communicate through speech
- Ability to communicate effectively in oral and written form
- Ability to maintain files, records, spreadsheets and database and to make mathematical calculations using a calculator
- Ability to concentrate on complicated detail and complex issues with some interruption, pressure and changing priorities for more than two hours at a time
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned
- Ability to use knowledge and reasoning to solve complex problems
- Ability to distinguish between public and confidential information and handle appropriately
- Ability to learn and apply new information, technology and legislation applicable to departmental activities
- Ability to distinguish between public and confidential information and handle appropriately
- Works in typical office setting subject to interruption, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electro-magnetic radiation from computer monitors

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.\*\*\*\*\***

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://eltownhall.com), or submit an [Application](mailto:hrmanager@eltownhall.com) along with resume and cover letter to [hrmanager@eltownhall.com](mailto:hrmanager@eltownhall.com).

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.