



TOWN OF EAST LYME FINANCE DEPARTMENT

Accounting Coordinator

The Town of East Lyme is seeking an Accounting Coordinator to join its Finance Department.

SUMMARY:

The Account Coordinator works within clearly established accounting systems and procedures, employee exercises considerable independent judgement to document and record financial transactions. Performs clerical accounting work of moderate complexity and variety in the functional areas of employee pay, tax reporting, other related activities and general office work.

SUPERVISION RECEIVED: Work is performed under general supervision and verified in accordance with department procedures.

SUPERVISION EXERCISED: N/A

CLASSIFICATION & HOURS OF WORK: This is a full-time, union position within the United Public Service Employees Union; working 37.5 hours per week, Monday–Thursday, 8:00 am –5:00 pm and Friday 8:00 am – 11:30 am.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works independently under the general direction of the Finance Director, planning and organizing work in accordance with established Town policies, procedures, and internal controls.
- Serves as the Town's primary payroll administrator, responsible for the accurate and timely processing of payroll using ADP WorkforceNow.
- Administers all aspects of payroll operations, including earnings codes, deductions, accrued time, longevity, stipends, uniforms, step and increment changes, retirement payments, and other payroll-related compensation.
- Maintains and updates employee payroll and personnel data, including payroll deduction maintenance and leave accrual balances, ensuring accuracy and

compliance with applicable collective bargaining agreements, federal, and state regulations.

- Prepares quarterly and annual payroll tax filings and labor reports, including IRS Forms W-2, 1099, 945, Social Security reporting, and other required filings; participates in year-end payroll close-out and turnaround procedures.
- Coordinates and completes the Town's annual workers' compensation audit and related reporting requirements.
- Prepares and reviews bank and general ledger account reconciliations for assigned funds.
- Records, reconciles, and reviews financial transactions for assigned funds in accordance with generally accepted accounting principles (GAAP), Town policies, and audit requirements.
- Executes ACH and wire transfers in accordance with Town authorization policies and established financial controls.
- Assists with accounts payable processing, revenue collection, data entry and other tasks as assigned.
- Implements and follows internal controls related to payroll processing, cash management, ACH transactions, and financial reporting.
- Assists with internal and external audits related to payroll, workers' compensation, and financial accounts, including preparation of schedules and supporting documentation.
- Maintains payroll, accounting, and financial records in accordance with record retention requirements and audit standards.
- Responds to payroll and accounting inquiries from employees, departments, financial institutions, and State and Federal agencies; escalates unusual or complex matters to the Finance Director as appropriate.
- Coordinates work with Town departments, financial institutions, and regulatory agencies to ensure accurate reporting and compliance.
- Utilizes payroll, accounting, spreadsheet, and word processing software to prepare reports, schedules, and correspondence.
- Ensures the confidentiality and security of employee payroll, personnel, and financial information at all times.
- Participates in payroll and financial system upgrades, testing, process improvements, and other related initiatives as assigned.
- Performs related duties 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 AND COMPETENCIES 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.

- Working knowledge of ADP WorkforceManager and WorkforceNow platforms required.
- Working knowledge of modern office procedures and equipment
- Working knowledge of modern office and financial software
- Ability to gain knowledge of the special laws, regulations and technical terminology pertaining to assigned work.
- Ability to learn procedures and policies of financial institutions.
- 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 accurately process paperwork according to standardized procedures.
- Ability to maintain complex records and files.
- Ability to make mathematical calculations including prorated calculations with a high degree of accuracy.
- Skill in the use of a computer terminal and personal computer for word-processing, database or spreadsheet applications.
- 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.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to walk, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and other office equipment.

PAY AND BENEFITS:

- Hourly wage is based on Grade 4 of the Admin wage scale, the hourly rate for which starts at \$33.25 per the United Public Service Employees Union (UPSEU) Collective Bargaining Agreement. A copy of the UPSEU contract can be found on the Human Resources page of the Town of East Lyme website.

*******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](#) along with resume and cover letter to 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.