

POSITION DESCRIPTION

Class Title: Finance Disbursement Specialist (Finance Dept)
FLSA: Non-Exempt
Wage based on experience: \$24.66 to \$32.06
Posting Closes when filled

SUMMARY

Performs highly responsible payroll and accounts payable services for the Finance Department.

SUPERVISION RECEIVED

This position is directly supervised by the Finance Director.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations 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.)

A. Accounts Payable

1. Establishes and maintains proper supporting documentation and files for the payable functions. Completes all necessary steps for processing invoices for payments and ensures that proper steps are taken when preparing purchase orders.
2. Maintains vendor accounts, making sure the Town has all required tax information and insurance certificates when applicable for all vendors.
3. Produces, organizes, and maintains cash disbursement journals and accounts payable warrants. Additionally, is responsible for ensuring the accounts payable warrant is available for Council signatures.
4. Responsible for reconciling vendor invoices and statements. Researching, resolving discrepancies, and corresponding with vendors and departments.
5. Works with the Treasurer/Finance Director to ensure procurement practices are in accordance with the Town Ordinance(s) and the adopted Purchasing Manual.
6. Establishes and maintains best practices for account payable practices.

B. Payroll

1. Enters all information such as new hires, payroll changes, termination updates, and personnel action forms as provided by the HR Manager.
2. Maintains and organizes departmental payroll time sheets.
3. Completes all payroll related functions including but not limited to data entry, vendor payments, printing deposit and payroll checks, reconciles weekly payroll disbursements, as well as posting to the General Ledger.
4. Investigates and resolves all payroll problems and discrepancies.
5. Files & maintains all payroll reports in an orderly and secure file.
6. Responds to various communications regarding payroll questions (phone, email & walk-ins).
7. Establishes and maintains best practices for payroll processes.

C. Tax Office Backup-Emergency

1. Assists as backup for Tax Office customer service as assigned by the Treasurer/Finance Director.
 - i. Process motor vehicle registrations and re-registrations
 - ii. Process counter transactions
 - iii. Reconciliation of counter drawer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience:

High School Diploma or GED certified required. Two-year associate's degree in Business Administration or Accounting desirable or an equivalent combination of education and experience.

Knowledge, Abilities and Skills:

1. Good organizational and time management skills to plan and prioritize workflow to ensure weekly deadlines are met.
2. Attention to detail.
3. Proficient in data entry.
4. Ability to communicate effectively verbally and in writing to maintain a working relationship with employees, and the general public.
5. Experience with Excel spreadsheets.

6. Experience with a computerized financial system for payroll and accounts payable, encompassing data entry, printing checks, maintaining Federal and State payroll tax tables, input of accounts payable, and maintaining vendor accounts.
7. Experience with transmitting payroll electronically is desired.
8. General mathematical and dexterity skills necessary to accept cash and check payments, make change and enter transactions in the computer.

PHYSICAL DEMANDS

(The physical demands 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 or stand and talk or hear, 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 thirty (30) pounds. Vision and hearing at or correctable to normal ranges.

WORK ENVIRONMENT

- Office work is performed under typical office conditions; work environment is moderately noisy
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with department heads, employees, and vendors. Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential information including personnel and financial records, which requires discretion and professional office protocols.
- Errors could result in delay of department services and have legal and/or financial repercussions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Equal Opportunity/Americans with Disabilities Act Employer