

## TOWN OF OLD ORCHARD BEACH

### POSITION DESCRIPTION

TITLE: Finance Disbursement Specialist

STATUS: Non-Exempt

DEPARTMENT: Finance

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#### GENERAL PURPOSE

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

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#### SUPERVISION RECEIVED

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Reports directly to the Finance Director, who provides general oversight of workload and operations.

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#### SUPERVISION EXERCISED

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None.

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative examples; not all-inclusive)

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##### Accounts Payable

- Completes all necessary steps for processing invoices for payments. Such as, but not limited to, disbursing email and mailed invoices to departments, reconciling credit card and utility bills, entering all invoices into MUNIS, verifying bills are being paid out of the correct expense account.
- Prepares purchase orders for department on a weekly basis and ensures procurement processes are being followed.

*Old Orchard Beach – Finance Disbursement Specialist*

- Establishes and maintains proper supporting documentation and files for the payable functions.
- Maintains vendor accounts, making sure the Town has all required tax information insurance certificates, and electronic fund transfer agreements when applicable for all vendors.
- Responsible for reconciling vendor invoices and statements. Researching, resolving discrepancies, and corresponding with vendors and departments.
- 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.
- Works with the Treasurer/Finance Director to ensure procurement practices are in accordance with the Town Ordinance(s) and the adopted Purchasing Manual.
- Establishes and maintains best practices for account payable practices.

Payroll

- 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.
- Enters all information such as new hires, payroll changes, termination updates, and personnel action forms into MUNIS.
- Maintains and organizes departments payroll time sheets.
- Thorough knowledge of our union contracts and the Town's personnel policy to ensure accurate payroll processing.
- Investigates and resolves all payroll problems and discrepancies.
- Files & maintains all payroll reports in an orderly and secure file.
- Responds to various communications regarding payroll questions (phone, email & walk-ins).
- Establishes and maintains best practices for payroll processes.

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## MINIMUM QUALIFICATIONS

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### Education, Training and Experience:

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

### Knowledge, Skills, and Abilities:

- Good organizational and time management skills to plan and prioritize workflow to ensure weekly deadlines are met.
- Attention to detail.
- Proficient in data entry.
- Good customer service skills: Ability to communicate effectively verbally and in writing to maintain a working relationship with employees, and the general public.
- Above average level of experience with Excel spreadsheets.
- 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. MUNIS experience is desired.
- Knowledge in developing and implementing process improvements related to accounts payable and payroll.

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## SPECIAL REQUIREMENTS

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Must be flexible, possess strong interpersonal skills, and be capable of effectively managing challenging interactions with the public and outside vendors.

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## TOOLS AND EQUIPMENT USED

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Computers, tablets, calculators, phones, copiers, and other standard office equipment.

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## PHYSICAL DEMANDS

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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 twenty-five (25) pounds. Vision and hearing at or correctable to normal ranges.

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## WORK ENVIRONMENT

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- Office work is performed under typical office conditions; work environment is moderately noisy
- 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.

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## DISCLAIMER

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The duties listed above 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.

*The Town of Old Orchard Beach is an Equal Opportunity Employer. Applicants and employees with disabilities, as defined under the Americans with Disabilities Act, must be able to perform the essential job functions with or without reasonable accommodation.*