

Job Description Assistant to the Finance Director

Definition

The Assistant to the Finance Director provides administrative support to the Finance Director. The Employee assists with the daily operations of the office and other related work, as required.

Essential Duties and Responsibilities

The essential functions and duties listed below are illustrations of the type of work that is 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.

Generally, this Employee assists the Finance Director as required, to maintain operational conformity with applicable provisions of the Massachusetts General Laws, local by-laws, and the policies and procedures of the Town.

The duties include, but are not limited to, the following:

1. Assists with the weekly preparation of warrants (expenses and payroll);
2. Audits vouchers from all town departments and school department to ensure accuracy and completeness, including necessary back up such as detailed authorization;
3. Reviews paperwork to assure appropriateness of expenditures;
4. Assists with filing and organization of the Finance Director's office;
5. Assists with the preparation of weekly, monthly, quarterly and annual reports;
6. Responds to inquiries from Town departments;
7. Maintains vendor database, ensuring W-9 on file, and processes IRS Forms 1099. Investigates issues or problems with vendors;
8. Works with the Finance Director and Treasurer/Collector's office in recording earned time for Municipal Departments;
9. Completes and/or processes various forms and reports. Performs data entry and produces spreadsheets;
10. Assists in the development of fixed asset accounting records and preparation of related reports;
11. Performs other accounting duties that may include assisting the public or other employees, by telephone or written correspondence;
12. Researches and provides information as needed to assist other departments.

This is a responsible position in a detail-oriented function of municipal government. Performance expectations include:

1. Accuracy in data entry tasks;

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2. Implementation of self-checking procedures to catch errors before work is passed on to the next step of the process;
3. High level of awareness of the operations of the office, including location of frequently used records, key annual, quarterly, monthly and weekly milestones, and fluency in the software used to manage day to day work;
4. Pattern recognition, understanding the timing and extent of typical spending patterns, and the capability to identify and communicate any irregularities;
5. Demonstrated ability to plan and perform operations;
6. Independent completion of assigned tasks according to prescribed time schedules.

Supervision

Works under the general supervision of the Finance Director.

Work Environment

Work is performed under typical office conditions, with regular interruptions to respond to requests for information or assistance. The workload is subject to various seasonal and cyclical fluctuations. Additional hours may be required to complete assigned tasks.

The employee operates standard office equipment. May spend extended time at a computer terminal, on the telephone or operating other office machines.

The employee has regular contact with the public and other town departments by telephone, in person and in writing.

Errors could result in delay or loss of service, monetary loss or legal repercussions but are unlikely, due to extensive checks and balances. Must be able to keep information confidential. Questionable transactions are referred to the Finance Director.

Minimum Qualifications

Education and experience

Duties require two or more years in accounting / bookkeeping / A/P or related field, (municipal experience preferred), and proficiency in Microsoft 365 programs, working with the public; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge of standard office practices and procedures. Familiarity with town government. Dexterity and accuracy in operating adding machines. Ability to learn and operate computer systems.

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Ability to interact and communicate, orally and in writing, effectively and pleasantly with a wide variety of individuals, including co-workers, outside professionals and the public.
Ability to coordinate work with other town departments.

Reliability is essential.

Ability to adapt to changing work priorities.

Physical Requirements

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

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.