

ASSISTANT ACCOUNT-KEEPING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is work of a responsible nature which involves the independent processing of a large town payroll as well as assisting the department supervisor in the maintenance of a variety of accounts. The work requires substantial computer operation in the processing of fiscal materials. The work is performed under the direct supervision of the Director of Finance. Work direction is given to a Senior Account-Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and processes the payroll for all departments of a large town using a computer program, by entering data and doing computations when required;
Follows-up with department heads on payroll issues as needed, such as docked pay, etc.;;
Runs all payroll reports as required and makes quarterly transfers to magnetic media on computer for state reporting and year-end payroll W-2 reporting;
Posts payroll information to the control book and reconciles same;
Writes transfer checks and transfers money for payroll and accounts payable;
Posts manual checks to expenditure accounts in the computer, enters totals manually in control books and ties out same;
Runs reports and troubleshoots problems;
Runs checks for accounts payable, transfers money between accounts and ties out same;
Runs a variety of reports; monthly, quarterly and yearly; resolves problems and works with account-keeping supervisor to tie out appropriate accounts;
Does bank reconciliations for payroll and accounts payable;
Provides information as needed concerning computer accounting programs, status of accounts, interest in accounts, etc.;;
Undertakes additional projects as required by the account-keeping supervisor;
May act in place of account-keeping supervisor in her/his absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of bookkeeping practices, procedures and techniques applicable to municipal fiscal operations; good knowledge of computers and personal computers, particularly as related to computer account-keeping; ability to resolve account-keeping and data processing problems; ability to establish and maintain cooperative working relationships with others; ability to comply with complex oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of paid work experience which involved the preparation and maintenance of accounts using one or more personal computer account-keeping programs, two (2) years of which must have included or been supplemented by supervisory responsibilities.

NOTES:

1. An Associate's degree or higher which included or was supplemented by a minimum of nine (9) credits in Accounting, Finance, Business Administration, or comparable, may be substituted for two (2) years of the required general experience.
2. A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable curriculum shall be deemed fully qualifying.