

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Financial Assistant - Confidential Assistant Veterans' Agent

Department/Appointing Authority: Accounting Department

Date: December 16, 2013

Originator: Cynthia Doherty

Personnel Board Use Only

Classification: OC-3A

Effective Date of Classification: October 1, 2013

Classification Authority: Personnel Board

1. Summary Description

Technical and accounting work of more than ordinary difficulty in the maintenance and processing of financial records including accounts payable, school payroll, maintenance of budget accounts and transactions. Organization, creation of Veterans' benefit claims and maintenance of all Veterans' service records and creation/access of confidential government files.

2. 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.

This position has two direct functions highlighted below:

FINANCIAL ASSISTANT

School payroll - Audits and verifies that all rates and changes to payroll per contracts of all unions are in place and accurate on a weekly basis. Making sure all contracts are current and on file for Audit purposes.

School Payables - Audits and verifies all School bills for accuracy, original documentation, files have been received on contract and bid quotes received for purchases over procurement limits.

Contact required with Vendors for initial information and Federal ID numbers or Social Security numbers for file. Processes all vendor checks and multiple warrants.

Town Payables - Audits and verifies all DPW and Water bills and follow through as stated above in "School Payables". Entry and creation of the weekly warrant for these is also done.

CONFIDENTIAL ASSISTANT VETERANS' AGENT

Provides assistance to persons reporting to the office for face to face communication. Also provides assistance for Veterans information; schedules appointments for Veterans' Agent and receives and records confidential Veterans' information for the Veterans' Agent.

Prepares a variety of correspondence for the Veterans' Agent and communicates with other agencies regarding Veterans' programs. Maintains Veterans' Agents confidential files and records including computer entry of information into statewide data system; assists in the process of obtaining military records for Veterans.

Assists the Veterans' Agent with administrative duties in preparation for Memorial Day, Veterans' Day ceremonies as necessary, including ordering flowers, wreaths, flags, and bands, confirming clergy participation preparing and sending notices to newspapers. Assists agent in preparing information for the Town Report.

Confidential Assistant is required to take State mandated training seminars to keep current with computer on line filing of all Veterans' reports in order for the Town to receive the proper benefit reimbursements. Strict knowledge of Mass General Laws Chapter 115 required.

In the absence of the Veteran's Agent, Confidential Assistant is required to deal with emergency situations and able to make determination of immediate payment of benefits or lodging/transportation expenses if the need arises.

Failure to complete job tasks would greatly impact the Town. Veteran's benefits would be impacted and delayed; the Town could face a deficit in appropriation budgets and potentially impact the Town's employees.

3. Supervision

Position indirectly supervises school payroll/vendor clerks and as needed instructs staff to make required adjustments and verifies it has been done. Supervises temporary and volunteer staff.

4. Reporting Structure

Position falls under the general direction of the Town Accountant and Veterans' Agent. Individual must be able to work unsupervised and have the knowledge to ensure that all department rules, regulations and policies under Mass General Law are followed in processing appropriation payments against budgets. This positions work does not need to be verified or checked, with only unusual cases being referred to the supervisor

5. Physical Environment

Minimal physical effort generally required to perform work under normal office condition

6. Education/Basic Knowledge

Associate's Degree required, Bachelor's preferred; minimum of three years of experience in a municipal setting; payroll, accounts payable or related field; Employee must be able to attend and pass required State Veterans' courses and have ability to attend annual accounting conference courses; experience in a municipal setting strongly preferred; or an equivalent combination of education and experience.

Position requires knowledge of departmental operations and the exercise of judgement and initiative to resolve problems, particularly in situations not clearly defined by precedent or established procedures; must have the ability to communicate with vendors, department heads, employees and the public to process work efficiently and accurately as well as ensuring confidentiality of information. Strong skills in Microsoft Office including Word and Excel; use of scanner, adding machines and related office equipment. Skilled in computer operations; including Munis, Veterans Affairs and other governmental search engines.

7. Experience

Bachelor's Degree - Five years experience in responsible positions with three years experience in a governmental entity, preferably in municipal government or
Associate's Degree - Eight years of experience in responsible positions with five years in municipal government directly related to finance.

Must be able to work independently and unsupervised; experience in handling customer service requests in person and on phone. Must have strong interpersonal and communication skills; be able to multi-task and prioritize work.

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.