

**TOWN OF SHARON  
JOB DESCRIPTION**

**Title of Position:** Financial Assistant - Payroll / Revenue Manager

**Department/Appointing Authority:** Accounting Department

**Date:** December 16, 2013

**Originator:** Cynthia Doherty

**Personnel Board Use Only**

**Classification:** OC-2

**Effective Date of Classification:** October 1, 2012

**Classification Authority:**  **Personnel Board**       **Collective Bargaining**

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**1. Summary Description**

Technical and accounting work of more than ordinary difficulty in the maintenance and processing of financial records including accounts payable, town and school payroll processing, maintenance of budget accounts and transactions along with maintenance of vendor contracts. Auditing of treasury receipts, control over Town credit cards, access to banking to void checks and banking uploads and transfers required in the payroll/vendor processing functions.

**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**

Town Payables - Audits and verifies all Town departmental bills for accuracy and original documentation. Verifies that required paper work with respect to contract and bid quotes is on file. Contact with vendors for initial information and Federal ID numbers or Social Security numbers on file. Enters and processes all vendor checks and multiple warrants.

Banking - Access to Town Bank Accounts to transfer funds from primary bank account to fund weekly warrants; uploads weekly payroll and vendor checks to the bank. Online access to stop payments on checks; review of clearing checks and printing of monthly cleared checks for reconciliation of vendor and payroll accounts.

Credit Control - Maintains and oversees disbursement/use of Town credit cards keeping control of limits on purchases and due dates. Approves use and limit for requesting departments.

Funding Schedule - Creates and maintains a weekly funding schedule of Vendor and Payroll warrants, void checks and wire payments for use by the Treasurer and for bank funding.

Debt and Wire Payments - Maintains a schedule of all town debt payments, insurance wires and other automated payments. Creates vouchers, enters into accounting system and makes sure all are processed timely.

#### **PAYROLL / REVENUE MANAGER**

Payroll - Audits and verifies that all rates and changes to payroll per contracts of all unions and department heads are in place and accurate on a weekly basis. Make sure all contracts are current and on file for Audit purposes. Entry of payroll for small boards, committees. Directs department employees to make any changes necessary prior to processing payroll checks and direct deposits. Process payroll for Town and School as primary back-up to Payroll Clerk. Uploads files, tax payments and direct deposits to the bank on a weekly or semi-weekly basis.

Banking - Required transactions as stated above to fund and maintain proper bank balances to cover payroll warrant and taxes.

Revenue - Monitors and reviews the Town's daily revenue receipts. Verifies general ledger posting, verifies weekly deposits are in balance and processes transactions. Follows up on making sure any revenue received via wire receipt has been posted by the Treasurer and entry into the general ledger is done. Makes sure all departments have turned over the proper paperwork to all departments and verifies same. When paperwork is still showing as not received, follow-up with departments is done and process is researched for completion.

Failure to complete job tasks would greatly impact the Town. Cash and banking could be compromised if warrants and payroll are not properly funded. The Town could face a deficit in appropriation budgets; understatement in cash if the vendor/revenue policies are not followed and potentially impact the Town's employees and overall cash position.

### **3. Supervision**

Indirectly supervises treasury revenue staff and individual department staff by instructing each to make the necessary changes needed to process Revenue as well as Payrolls and Vendor Warrants. Supervises temporary and volunteer staff.

### **4. Reporting Structure**

Position falls under the general direction of the Town Accountant. 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. Work is not 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 annual accounting conference courses at UMASS and stay up to date on municipal law changes as well as payroll tax changes; 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, DOR Report filings, tax/bank uploads 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; Must have strong interpersonal and communication skills using tact and professionalism when dealing with Department heads, employees, vendors and the public; 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.**