**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Finance Department*



***Fiscal Aide-Accounts Payable***

**GENERAL STATEMENT OF DUTIES:**

 This position is responsible for a variety of accounting and clerical activities, such as recording, processing and summarizing financial information. This position is also responsible for detailed and accurate data entry.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Coordinates month end close processes
* Prepares timely account reconciliations
* Assists in payroll recording activities for the Town
* Maintains asset management records
* Prepares monthly Standard Journal Entries, as assigned
* Assists in complex accounting entries-recording of interfund transfers
* Maintains insurance record keeping activities
* Records cash receipt entries
* Reconciles bank accounts
* Assists in contract record management
* Processes accounts receivable accounts and collections
* Performs general bookkeeping duties as assigned
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

**QUALIFICATIONS:**

**KNOWLEDGE, SKILL & ABILITIES:**

* Principles and practices of general and municipal government accounting and budgeting.
* Principles and practices of accounting and auditing including general ledger, debit, credit, journal entries and audit procedures.
* Principles and practices of posting, reconciliations and double-entry bookkeeping.
* Generally Accepted Accounting Principles.
* Excellent organizational skills
* Attention to detail and accuracy.
* Must be proficient in Excel Spreadsheets

**EXPERIENCE & TRAINING:**

* Bachelor’s degree in Business Administration preferred, with an Accounting Major
* 2-5 years accounting experience with fund accounting
* 2-5 years financial accounting software experience (Peachtree, Phoenix, and/or Munis)

**SUPERVISION RECEIVED:**

* Works under the direct supervision of the Accounting Manager and Finance Director.
* Works under general supervision of the First Selectman

**SUPERVISION EXERCISED:**

* None

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head in an annual meeting scheduled each January
* The employee’s department head will conduct an annual employee performance review each January and mid-year review each July.

A formal, written report on the employee’s performance will be completed by the First Selectman and the Finance Director. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.