

**TOWN OF CANTON**

**TITLE:** Finance Clerk

**CLASS:** Non-Union

**DEPARTMENT:** Finance

**DATE:** February 28, 2018

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**POSITION DESCRIPTION**

Works under the general direction of the Finance Officer and receive daily supervision from the Benefits/Payroll Coordinator. The Finance Clerk is responsible for processing both Town and Board of Education payroll including Fire/EMS pay per call, general bookkeeping and clerical support within the Finance Department.

**SUPERVISION RECEIVED**

The Finance Clerk works under the general guidance of the Finance Officer and receives daily supervision from the Benefits/Payroll Coordinator.

**ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

- Receives oral and written directives from the Benefits/Payroll Coordinator.
- Plans and organizes work according to established procedures.
- Prepares both Town and Board of Education employee payrolls in accordance with personnel policies, salary plans and collective bargaining agreements.
- Performs, calculates, posts and verifies payroll deductions, insurances and other payments in the financial management information system.
- Receives and reviews employee time cards and other payroll information from departments.
- Compiles time and attendance data into automated payroll system, reviews and prints checks and processes direct deposit for employees.
- Reconciles employee withholding and Social Security payments and prepares reports for state and Federal agencies.
- Submits bi-weekly and monthly deferred compensation and defined employee and employer contributions.
- Updates and processes voluntary benefit payroll deductions including, but not limited to supplementary insurance and flexible spending accounts.
- Prepares Form W-2 statements.
- Prepares Quarterly Payroll reports in conjunction with Town Accountant.
- Reviews and calculates Workers Compensation leave time and participates in Workers Compensation Audit in conjunction with Town Accountant.
- Coordinates employee insurance, earned leave and retirement plan records in conjunction with the Benefits/Payroll Coordinator and CAO's office.
- Prepares files for storage at the end and beginning of fiscal years.
- Assist Town Accountant with self insurance analysis, comparison schedules and reconciliation CLASS to BC/BS reports.
- Provides clerical and secretarial support to Finance Department staff as assigned.
- Provides AP and Cash Receipts support as necessary.
- Performs additional tasks and duties as necessary and/ or requested.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Experience with financial information reporting systems.
- Demonstrated knowledge of Microsoft Office software (including Word and Excel) and use of the internet.
- Knowledge and understanding of accounting terminology and office procedures.
- Ability to perform mathematical computations and to establish and maintain financial records.
- Working knowledge of various office equipment such as personal computers, copiers, facsimile machines, calculators and printers.
- Ability to establish and maintain effective working relationships with employees, suppliers, service providers, financial institutions, Town officials and the general public.
- Ability to maintain information in confidence.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to communicate effectively, both orally and in writing.
- Ability to interpret and apply regulations, codes, policies and procedures.
- Knowledge and ability to analyze problems.
- Ability to complex written and oral instructions.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to act calmly and effectively in emergency situations.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee may be required to work additional hours beyond regularly scheduled work day to meet cyclical workload. The work will include extended periods of time viewing a computer video monitor and/ or operating a keyboard. The position requires the ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time. There is on-the-job stress; especially regarding meeting report deadlines and working in an office with continuous interruptions.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/ her own transportation.

## **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with an Associate's Degree from an accredited community and/or technical college and at least one (1) year of accounting, finance and/or bookkeeping experience or equivalent combination of clerical and finance related experience. An additional four (4) years of related experience may be substituted for the Associate's Degree.

Note: The above description is illustrative only. It is not meant to be all-inclusive.