



TOWN OF BERLIN

JOB DESCRIPTION

Job Title: Finance Specialist – Treasury/Water Control/Accounting

Function:

Under the direction of the Assistant Director of Finance, performs work of some complexity and variety in the functional areas of treasury, water control, accounting, accounts payable, payroll, and other general clerical work. The position involves the exercise of independent judgment, analysis and initiative.

Typical Duties, Responsibilities, Tasks & Assignments:

- Timely and accurate completion of bank account and credit card reconciliations, preparation and deposit of funds received, and support Treasurer as needed with critical banking/cash management requests.
- Incorporate outsourced billing/collections data for Water Control into Town database. Use the database information to prepare weekly journal entries, maintain meter assessment rollforward, add/remove liens and support Finance Director and Water Control Superintendent with ad-hoc financial or analytical requests.
- Use bank interest information to allocate interest to various funds and post related journal entries to centralized accounting software.
- Enter data into centralized accounting software and various desktop applications. Such data includes, but is not limited to, journal entries, internal/external deposits/expenditures, account adjustments and payments.
- Act as a backup to the Payroll Specialist including input of data in accordance with contractual requirements; review of information input into the system for accuracy; assistance in preparation of state and federal payroll tax filings and W-2's; production of direct deposit and pension files; and production of paychecks. Assists in performing fiscal year end procedures. Perform critical payroll responsibilities in Payroll Specialist absence.
- Act as backup for all duties related to accounts payable for all departments and divisions including posting, data entry, verification of proper invoice authorization, running checks/direct deposits/ACHs, and complete invoice documentation and filing. May require preparing or adjusting requisitions and purchase orders.
- Respond to vendor and departmental inquiries and resolve issues with minimal oversight.
- Provide information to other Finance staff and auditors for budget and audit purposes.
- Participate in off-site meetings and training as requested by the Treasurer.
- Complete other duties as assigned.

Special Skills & Requirements:

- Experience with general accounting, bookkeeping and record-keeping procedures especially as relates to treasury and banking is preferred.
- Demonstrated experience working with complex data and specialized forms, records and applications and processing large quantities of data (paper and electronic) according to standardized procedures and in accordance with established deadlines. Ability to organize and prioritize (reprioritize) duties is critical.
- Above average Excel skills, experience with centralized accounting systems and experience independently investigating variances to complete reconciliations.
- Demonstrated ability to work well with others communicate effectively both verbally and in writing.
- Ability and willingness to identify issues and initiate changes to address identified issues.
- Associate's or bachelor's degree in accounting or a related field is preferred but relevant experience may be substituted for a degree.

Union Affiliation: White Collar, Salary Grade VI

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

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