

Accounting/Payroll Clerk

15 hours per week to perform various accounting duties: accounts payable/receivable; invoicing; weekly payroll; maintain employee records; maintain excel reports/spreadsheet and quarterly reporting's. Serve the public by issuing permits. Minimum required qualifications: Associate's Degree in Accounting or 2 years of bookkeeping. Quickbooks experience.

Please send application found at www.goshenct.gov, resume, and cover letter to:

Town of Goshen, 42A North Street, Goshen, CT 06756 or
email: adminassistant@goshenct.gov.

Application, resume, and cover letter deadline date is May 15, 2023.

TOWN OF GOSHEN, CT

POSITION TITLE: ACCOUNTING/PAYROLL CLERK	DEPARTMENT: FISCAL OFFICE
SUPERVISORS TITLE: TREASURER & FIRST SELECTMAN'S ADMINISTRATIVE ASSISTANT	POSITIONS SUPERVISED: NONE
POSITION STATUS: NON-EXEMPT	CURRENT WEEKLY HOURS: 15
Salary Classification	Grade ---

Position Description Summary/Purpose:

The purposes of this position are to perform various accounting duties such as accounts payable and receivable; process weekly payroll; maintain employee records, reports and spreadsheets; and serve the public by issuing permits. The Data Entry Clerk is required to exercise sound judgment and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions/Primary Responsibilities:

(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.)

- Process weekly payroll and verify for accuracy. After approval, print checks, pay weekly payroll taxes and various other liabilities. File time cards and reports.
- Process accounts payables including: review purchase orders and invoices for proper account coding and authorization; input purchase orders and invoices into the computerized financial system; assign vendor code. Process bills and print checks. Process signed checks for disbursement via mail or online. Maintain a current list of vendors, with Tax ID numbers.
- Invoice the Woodbridge Lake Sewer District for purchase of fuel. Invoice various Towns for Fire Marshal cell phone costs, on a quarterly basis.
- Maintain various excel spreadsheets pertaining to electricity and fuel.
- Send departments their respective current budget vs. actual and expense reports for monthly review. Assist auditors.
- Process CT Community Foundation vouchers for residents (ex: Elder Prescriptions).
- Prepare Sales Tax exemption certificates.
- Maintain employee records, including forms, current medical cards and drug tests. Make changes as needed, including driver's licenses, taxes, addresses, etc.
- Serve the public by receiving permits (pistol, raffle, vendor, hiking, special events, etc.) and processing pistol and raffle permits. Maintain renewals per State Statue.
- Prepare, transmit and maintain required State reports; process quarterly Land Use report.
- Act as back-up to First Selectman's Administrative Assistant and Aide.

- Conduct all work in a safe manner and work to ensure all safety practices are followed.
- Consistent on-site office and on-time attendance is essential for this position based on assigned schedule

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue professional development and training; keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

Knowledge, Ability and Skills:

- Working knowledge of accounts payable and bookkeeping principles and practices.
- Strong knowledge of appropriate computer systems and financial systems related to department functions.
- Some knowledge of municipal finance.
- Ability to understand policies and procedures and to be able to explain them.
- Ability to print financial reports as assigned.
- Ability to prioritize work assignments to meet established deadlines. Ability to work independently.
- Ability to perform basic arithmetic calculations manually and /or using equipment.
- Aptitude for working with numbers and details.
- Strong verbal and written communication skills.
- Problem solving skills; aptitude for working with paperwork and details.
- Skill in using standard office equipment and computer systems.
- Strong customer service skills.
- Ability to interact in a constructive, helpful and positive manner with the public, staff and all appropriate contacts.

Minimum Required Qualifications:

Education, Training and Experience:

Associate's Degree in Accounting or related field, plus 2 years of relevant administrative or bookkeeping experience; or any equivalent combination of education, training and work experience

Special Requirements: None