



Job Title:	Bookkeeper	Job Category:	Administration
Department/Group:	Supervisor Office	Supervisor / Report to	Joshua Patchett
Location:	9793 Graphite Mt. Rd.	Travel Required:	No
Level/Salary Range:	Entry Level	Position Type:	Full Time

Summary

The Bookkeeper is responsible for maintaining accurate and up-to-date financial records for the town. This position involves recording day-to-day financial transactions, managing accounts payable and receivable, processing receipts and payments, and preparing various financial reports. The Bookkeeper ensures compliance with all town, state, and federal financial regulations and assists with audits as needed. Additionally, this role includes handling payroll, employee benefits, and budget management tasks.

Job Description

KEY RESPONSIBILITIES:

Financial Records Maintenance:

- Maintain accurate and up-to-date financial records for the town.
- Record day-to-day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct ledger.
- Assist with audits and provide necessary documentation and support.
- Maintain filing systems and ensure financial records are properly stored.

Accounts Management:

- Manage accounts payable and accounts receivable.
- Process receipts, payments, and other financial transactions in the financing system.
- Audit bank statement balances and reconcile all accounts.

Payroll and Employee Records:

- Provide new hire documents and maintain employee files and records.
- Provide weekly payroll processing.
- Maintain employee leave records.
- Handle retirement reports to NYS retirement system.
- Assist with employee benefits and submit required reports to the county, such as employee incident reports and organizational changes.

Financial Reporting:

- Prepare monthly, quarterly, and annual financial reports.
- Handle the finance annual report to the NYS Comptroller and submit it in time.
- Generate financial statements and reports for review by town officials.
- Submit forms and provide payment to state offices related to employees.

Budget Management:

- Manage the town budget and assist in the preparation of budgets and financial forecasts.

**Qualifications:**

- Proven experience as a bookkeeper or in a similar role.
- Proficiency in accounting software and MS Office Suite.
- Strong attention to detail and accuracy in financial record-keeping.
- Excellent organizational and time-management skills.
- Ability to handle confidential information with integrity.
- Strong communication and interpersonal skills.
- Bachelor's degree in Accounting, Finance, or a related field preferred.

PREFERRED SKILLS

- Experience with municipal finance and governmental accounting.
- Familiarity with RDA System or similar accounting software.
- Knowledge of state and federal financial regulations.
- Ability to prepare detailed financial reports and budgets.
- Proficiency in using spreadsheets and financial analysis tools.

PERSONAL ATTRIBUTES

- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Strong problem-solving skills and the ability to think analytically.
- Ability to work independently and as part of a team.
- Excellent verbal and written communication skills.
- Detail-oriented with strong organizational skills.
- Ability to manage multiple tasks and prioritize effectively.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Somruethai Hilliard	Date/Time:	07/10/2024