



Job Title	Administrative Specialist
Department	Accounting
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

Under general supervision of the Assistant Town Accountant, the position is responsible for analysis and administration of special revenue funds (federal, state and local grants), revolving funds, prepares beginning and closing reports, related schedules, and reviews appropriations, allocations and expenditures for compliance with grant terms.

Supervision

Received	Assistant Town Accountant
Exercised	Incumbent provides occasional guidance and assistance on accounting and complex processing issues to other non-professional staff in the Accounting office and assists in training designed staff in other departments.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Handles and/or directs complaints from the public and co-workers.
- Advises residents, businesses, contractors, etc. on Town rules and regulations.
- Maintains executive calendars and schedules appointments, conferences, and events.
- Creates annual and weekly meeting lists.
- Maintains department files.
- Enters requisitions and processes department expenditures.
- Prepares reports and tracks program revenue and expenditures.
- Manages payroll functions for the department, including distributing checks and resolving issues with payroll.
- Compiles data to assist in budget preparation and monitors expenses.
- Maintains supplies inventory; anticipates and orders needed supplies; submits bills for payment.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Accounting:

- Prepares a variety of adjusting journal entries, budget allocations, reserve fund transfers and closing entries (monthly and annual).
- Analyzes warrant and budget accounts to ensure accuracy of accounting treatment; performs random spot checks as needed.
- Audits cash receipts reports to verify bank deposits and reconciles with general ledger.
- Audits accounts payable processing; researches, analyzes and resolves problems with vendors.
- Processes approved manual check requests.
- Provides assistance to internal and external customers of the division, including members of the public, vendors, other Town employees, Board and Committee members and others as directed.
- Greets visitors, answers phones, explains office policies, regulations and procedures, and resolves questions within level of expertise and authorization, referring more complex issues to the Assistant Town Accountant.
- Serves as back-up for the Payroll Coordinator and Department Assistants.
- Provides training to clerks in other departments as needed.
- Reviews invoice batches and posts to create weekly warrant check run.
- Approves purchase orders based on department budget.
- Researches, analyzes, and resolves payment problems with vendors.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

Graduation from a college or university with an Associate's Degree in Accounting, Office Management, Administration, or related field, supplemented by at least 4 years of experience as an administrative assistant/specialist preferably in a local or state government setting.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Perform basic math and accounting functions. • Prepare complex correspondence and reports. • Learn and apply municipal accounting procedures.

	• Maintain reasonably complex financial records and to provide related information and reports. • Analyze accounting information, to develop and present appropriate recommendations. • Interact effectively and tactfully with a wide variety of individuals, including management personnel, other department staff, outside professionals and members of the public. • Prioritize multiple tasks and deal effectively with interruptions. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Public relations.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer