



## Town of Branford Job Description: Finance Associate/ Accounts Payable

**SEND YOUR RESUME AND COVER LETTER TO: CAREERS@BRANFORD-CT.GOV**

Location / Department	Town Hall / Finance Office / 1019 Main Street
Reports To:	Director of Finance, Assistant Director of Finance
Position Status:	Full-Time, Hourly, Non-Exempt \$32.31 to \$36.80p/hr
Weekly Hours:	35
Affiliation:	UPSEU – Town Hall

### **Position Summary/Purpose**

Performs routine clerical, bookkeeping, accounting, and administrative work in administering the accounts payable function of the Town.

### **Essential Functions and 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*

- Processes invoices and vouchers for payment; matches invoice with purchase order; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditure; sends claims vouchers to department directors for approval; resolves disputes within area of authority and responsibility.
- Responsible for uploading all payment and ACH activity into the appropriate banking system.
- Works with bank officials to reconcile all payment file issues and takes action when required.
- Responsible for maintaining tax files for all vendors doing business with the Town of Branford including completed W-9 forms. Send reminder notices and other forms of communication to vendors failing to file tax forms with the Town.
- Responsible for annual 1099 filing for all individuals doing business with the Town. Utilizes financial system to generate payment report for all individuals meeting the Internal Revenue Service miscellaneous income guidelines. Verifies the accuracy of reports including checking for duplicate vendors prior to processing of 1099 forms.
- Generates all 1099 documentation, including but not limited to printing and mailing of 1099s to vendors and filing of Form 1096 with the Internal Revenue.
- Input accounts payable expenditure data into financial system. Verifies the accuracy of data prior to check issuance.
- Responsible for creating and updating vendors in the financial system.
- Issues accounts payable payments for general fund, special fund and capital fund accounts on a weekly basis. Responsible for ensuring all checks are properly authorized by the Selectmen, Town Treasurer and Director of Finance prior to dissemination.
- Issues payroll checks as authorized by Director of Human Resources or his/her designee on a as needed basis. .

- Files processed and paid invoices with corresponding check copies.
- Runs various accounting reports for Department Heads upon request.
- Tracks uniform allowance expenditures for the police and fire departments. Provides information to Human Resources Payroll Coordinator at calendar year-end for calculation of W-2 income as required by IRS code.
- Annually tracks utility consumption for various departments including, but not limited to, diesel, gasoline, and heating oil purchases for all town departments.
- Assists in research and possible reconciliation of expenditure account variances from general ledger.
- Assists Director of Finance and/or Assistant Finance Director in preparation of files and documents for annual audit. Upon request, provide payment documentation and related materials to auditors.
- Provides additional financial support as requested by the Director of Finance or his/her designee.

**Other Functions:**

- Provides clerical/administrative support to the Finance Director and/or Assistant Director upon request.
- Maintains a professional and courteous demeanor when dealing with town employees, vendors, and public citizens.

**Supervision:**

*Supervision Scope:* Performs varied and responsible clerical/administrative duties. Exercise good judgment and initiative in effectively and efficiently following department policies and practices.

*Supervision Received:* Works under the general direction of the Director of Finance or his/her designee.

*Supervision Given:* None.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

**Special Requirements: None**

**Knowledge, Ability and Skills**

*Knowledge:* Experience working with accounting software systems with a working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices.

*Ability:* Ability to perform arithmetic computations accurately and quickly, ability to communicate effectively verbally and in writing; and ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions. Must accurately proofread work before submission of work to vendors, banks, employees etc.

*Skill:* Skill in to operating listed tools and equipment. Excellent verbal and written communication skills.

**Tools and Equipment used**

Personal computer, including Microsoft software products;; Enterprise (ERP) software; calculator; phone; fax; and copy machine/scanner.

**Job Environment:**

Administrative work is performed in a moderately quiet office with regular interruptions during the day.

*The Town of Branford is an EOE: all women and minorities are encourage to apply.*