

Town of Ipswich
POSITION DESCRIPTION

Position Title:	Accounting Assistant- AP Clerk	Department:	Accounting
Reports To:	Town Accountant	Hrs/Week:	35
Affiliation:	Professional, Technical, Administrative	Grade:	19
Appointing Authority:	Town Manager	FLSA:	AFSME Clerical

GENERAL SUMMARY

Works under the supervision of the Town Accountant. Responsible for completing weekly AP vendor warrants; performs clerical and accounting duties to provide accounts payable service for the Town of Ipswich.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process Town, School and Utilities warrants and bills. Checks for sufficient funds, mathematical accuracy, proper vendor and account numbers, accurate approval and procurement compliance.
- Process real estate, motor vehicle and personal property refunds received from Treasurers office
- Processes budget transfers and amendments for Town approved by Town Accountant and Town Manager
- Works with all Town, School, Utilities and Veterans offices on Vendor questions and payments
- Purchase Order processing for Town and Utilities
- Sets up new vendors, adds remittance address and maintains W-9 files

OTHER DUTIES AND RESPONSIBILITIES

- Carries out special projects for the Accounting Department as needed
- Monthly reports to the Veterans office
- Answer questions from various departments regarding payment of invoices, account balances, and other queries that may arise.
- Works with vendors in need of payment inquiry, address changes, or other requests.
- Orders yearly tax forms
- Order supplies for Accounting Department
- Prepare 1099s on an annual basis
- Year End Warrants Payable reconciliation, AP audit reports
- Back up support for Accounting Specialist
- Performs other related duties as required.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Associate’s Degree in accounting, finance, business administration or related field and minimum of three years’ experience in accounting required, or any equivalent combination of education and experience. Experience in the municipal sector a plus specifically AP preferred.
- Ability to work accurately with numbers, and perform duties with attention to detail.
- Ability to maintain confidentiality.
- Seeks guidance and direction from Town Accountant regarding conformity to M.G.L, irregularities in routine and non-routine work, and problem solving.
- General knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws.
- Working knowledge of computer applications for accounting and financial management.
- Knowledge of computer software applications including word processing and spreadsheets (excel).
- Ability to interpret and present data in an understandable format.
- Excellent attention to detail and accuracy are essential as errors are difficult to detect and could result in financial losses and/or legal exposure.

SUPERVISION RESPONSIBILITY

- None

WORKING CONDITIONS:

Position generally works out of an office environment with moderate noise levels.

Frequent periods at computer terminal or on telephone.


Errors are difficult to detect and could result in financial losses and/or legal exposure, as such, the Town has an insurance policy in place to provide coverage for all employees.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be exhaustive list of all responsibilities and duties required.

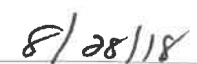
***External and internal applicants, as well as position incumbents who become disabled, as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.**

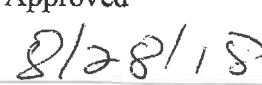
Approved by:



Town Manager


Union Representative


Human Resource Manager


Date Approved


Date Approved


Date Approved

Employee

Date Received