

TOWN OF JAY  
HELP WANTED

FINANCE CLERK

PART TIME POSITION-20 HOURS PER WEEK

This is specialized work including payroll, related records, accounts payable and other duties. Will work under the direction of the Finance Director and the Town Manager. Municipal or related experience a real plus. Resumes must be returned by February 3, 2012 by 4 PM. Pay is dependent on qualifications. Some flexibility in hours. For a copy of the job description contact us or go to [www.jay-maine.org/notices](http://www.jay-maine.org/notices) and to submit a resume:

Finance Clerk Position  
Town of Jay  
340 Main Street  
Jay, Me. 04239  
207-897-6785  
[jmanager@jay-maine.org](mailto:jmanager@jay-maine.org)

# **Town of Jay**

## **Job Description**

**Job Title:** Part Time Finance Clerk – No benefits

**Department:** Finance

**Reports to:** Finance Director/Town Manager

**Date:** January 2012

**Nature of Work:** This is specialized clerical work in the keeping of payroll and related records, accounts payable, general ledger, banking, and any other duties as assigned by the Finance Director or the Town Manager.

Employee of this class is responsible for preparing payroll, and maintaining weekly, bi-weekly, and monthly payroll reports. Employee is responsible for direct deposits, employee deductions, and weekly and bi-weekly tax deposits. Other duties include accounts payable, general journals, banking/reconciliation, human resources, and all other work performed by the Finance Office or the Town Managers Office. Work also involves word processing responsibilities and the preparation of correspondence. Work is performed under the general supervision of the Finance Director and the Town Manager.

### **Fundamental Duties: In coordination with the finance director**

- Shall be responsible for compiling, and processing weekly and bi-weekly payroll information
- Enters all payroll information, prepares payroll checks, and runs computer generated payroll reports.
- Shall be responsible for getting direct deposits sent in a timely manner.
- Shall be responsible for getting tax deposits sent in a timely manner.
- Shall be responsible for town attendance records.
- Shall be responsible for Maine State Retirement record keeping.
- Shall be responsible for compiling, researching, entering, and processing accounts payable as needed.
- Shall collect data and information to assist in the preparation of Town budgets.
- Shall be responsible to work with the Town Auditor to make certain the Town is in compliance with all state and federal reporting requirements and regulations.
- Shall be able to perform all duties of the Finance Director, in the Finance Directors absence, such as banking, investing, check reconciliations, and human resource duties.
- Shall perform related work as required or directed by the Finance Director and the Town Manager.
- Shall attend training to keep current with all Local, State, Federal, and GASB requirements.

### **Desirable Knowledge, Abilities, and Skills**

- Knowledge of business English, spelling, municipal accounting, arithmetic, cash management.
- Knowledge of employment law, general payroll practices, purchase orders, encumbrances, and accounts payable.
- Knowledge of Excel spreadsheets.
- Ability to use the Internet for electronic filing.
- Ability to organize and maintain records.
- Ability to prepare reports.
- Ability to communicate effectively.
- Ability to use the computer and general office equipment.
- Ability to work effectively with Town officials, employees, and the general public.

### **Desirable Education and Experience**

- Experience in managing extensive record systems.
- Experience in dealing with the public.
- Experience in accounting or bookkeeping, and payroll.
- Minimum of a high school diploma, supplemented by courses in business education, accounting, office procedures, computers, and payroll.
- Must be bondable.

### **Physical Demands**

This employee will be required to work in a general office environment.

### **Summary**

This is an hourly position where the employee needs to be willing to be flexible. Monday Holiday work will often be required. This position is 20 hours after initial training period. The hours will be flexible, determined as needed, and will be between 8am-4pm, Monday through Friday, with ½ hour lunch. Overtime will be paid for hours in excess of 40 hours. All overtime must be pre-authorized by the Finance Director or the Town Manager. Time off must be scheduled not to coincide with the Finance Director.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

This position is a part time 20 hour a week position, and does not offer benefits.