

**TOWN OF PROVINCETOWN
PRINCIPAL ACCOUNTING CLERK
NON-UNION – GRADE 5**

Definition:

The Principal Accounting Clerk is part of the Finance team with specific responsibilities for accounts payable administration, the creation of weekly accounts payable warrants, bi-weekly payroll processing, and assistance with benefits administration. The role requires confidentiality, strong attention to detail, ability to work well within the organization to meet accurate reporting requirements and deadlines.

Supervision:

This position reports to the Finance Director and requires strong collaboration with other members of the finance team including the Assistant Town Accountant, Human Resources and Treasury.

Essential Functions:

(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.)

- Process accounts payable invoices for the town working in coordination with department heads and department administrators.
- Review vouchers and invoices for proper G/L account codes, accuracy of charges, and proper approval authorizations before entry into MUNIS.
- Verify vendor ID numbers and remit to addresses are correct.
- Ensure accounts payable batches are in balance before creating accounts payable warrants for the Town and the school system.
- Research and assist departments with questions and information regarding vendor invoices and payments.
- Prepare letters to vendors to obtain and record W-9 information.
- Prepare and file annual 1099's.
- Maintain files of original invoices, vouchers, back up documentation and payment authorizations as required.
- Oversee and verify the payroll submissions of town departments.
- Provide guidance and assistance to staff on all phases of payroll.
- Review and data entry of all vouchers into computerized system.
- Assist with the production of the biweekly payroll and deduction warrants.
- Processes, stuffs and distributes payroll checks.
- Assist with the production of W-2's and 1095C's annually.
- Assist with creation of tax tables, salary tables and COLA adjustments.
- Serve as primary back up for Human Resource Manager in all payroll functions.
- Assist with updates and changes to benefits and offers assistance during Open Enrollment Period.
- Performs similar or related work as required or as the situation dictates.

Job Environment:

Office environment with contemporary office systems, tools and equipment.

Contact with town departments and officials, external vendors and agencies via telephone, e-mail and hard copy correspondence. Collaboration and coordination with finance staff.

The employee has regular access to sensitive and confidential Town wide personal employee data, financial statements and labor contracts.

Errors could result in significant monetary loss to the Town, delay, confusion or loss of service, legal repercussions and cause adverse public relations for the town.

Minimum Qualifications:**Education Training and Experience:**

Applicants for this position must have graduated from an accredited high school; two to three years of clerical administration or bookkeeping experience; Municipal and MUNIS experience preferred; or any equivalent combination of education and experience.

Special Requirements:

None

Physical and Mental Effort:

The work is primarily of an intellectual nature requiring close attention detail operating under the pressures of deadlines, mandatory procedural requirements and recurring computer entry work. The employee is frequently required to sit, talk and/or hear; use hands to finger, handle, or feel objects; and, reach with hands and arms. The employee is occasionally required to walk, stand; climb step stool, kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator and view computer screens for extended periods of time. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)