

Bookkeeper/Accountant

**Position Posting
November 23, 2011**

The Town of Newport, N.H. is seeking a detail oriented individual for the full-time position of Bookkeeper/Accountant. The hours for this position are daily, 8am-5pm. The starting pay will be \$15.00 - \$16.00 per hour depending on qualifications, and the position qualifies for all benefits offered by the Town. Duties include maintenance of the general ledger as well as clerical and data entry functions as required for the processing of accounts receivable and payable. The desired individual will have an Associate Degree in Accounting or the equivalent. Prior experience in municipal finance is highly desirable, however training will be provided. Interested, qualified individuals should consult the Town of Newport web site www.newportnh.net for application instructions.

The Town of Newport is an Equal Opportunity Employer

Application Instructions

Interested candidates shall submit the following to the attention of the Town Manager, Town of Newport, 15 Sunapee Street, Newport, NH 03773, to be considered for the position:

[Town of Newport Job Application](#)

Resume

Questionnaire

Written answers should be given to the following questions and submitted with the completed application:

Why is it important to reconcile accounts monthly?

What is confidentiality? Why is it important?

Spreadsheet Sample

Applicants should prepare an Excel spreadsheet to address the following scenario. Completed spreadsheets should be e-mailed to manager@newportnh.net with the applicants name as the file name by the application acceptance date and a copy should be attached to the application. Public computers at the Richards Free Library have Excel for applicants who do not have access to the spreadsheet program.

SCENARIO:

The Town of Newport uses pooled cash for its General Fund, Water Fund and Sewer Funds, with month end interest allocated based on the average daily balance of each fund. Negative balances in individual funds are allowed. The beginning balances for the month of March 2011 were General Fund, \$423,110.62; Water Fund, \$86,729.54; Sewer Fund, \$149,288.77. Transactions during the month were: General Fund, 3/1 withdrawal, \$250,000.00, 3/14 deposit \$100,000, 3/24 withdrawal, \$400,000.00; Water Fund, 3/6 deposit \$20,000.00, 3/22 transfer to General Fund, \$100,000; Sewer Fund 3/10 withdrawal, \$55,000.00, 3/22 transfer to General Fund, \$100,000.00. Interest of \$142.61 was posted for the month. The ending balance for the account was \$74,271.53.

Background/Credit Check

Finalists for the position will undergo a criminal background check and will be required to submit a current credit report from one of the three major credit reporting companies. Free credit reports are available annually from the reporting agencies.

Job Description

JOB TITLE: Bookkeeper/Accountant

DEPARTMENT: Administration

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 4

JOB SUMMARY:

Performs responsible accounting and bookkeeping work with respect to the general ledger, accounts payable and accounts receivable; prepares invoices and financial reports.

MAJOR DUTIES (the listed examples are illustrative only and may not include all duties found in this position):

- Reconciles the general ledger; prepares reports for departmental and management use; prepares information for annual audit.
- Reconciles with the Town Treasurer and Tax Department on a monthly basis.
- Tracks special project and grant expenditures, reconciles with general ledger, completes associated reimbursement requests.
- Creates, edits and maintains computer spreadsheets required for the completion of other job functions.
- Processes deposits; enters all payments in computer; prints reports.
- Generates accounts payable reports and checks, including manual checks, mails checks and maintains invoice file.
- Maintains file of vendor certificates of insurance and W9 tax forms; processes annual 1099 tax forms.
- Serves as backup for payroll processing.
- Annually prepares financial reports for Town Report and State of New Hampshire.
- Assists Charge Bookkeeper, Town Treasurer, department heads, Town Manager and auditor as needed.

- Performs other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Good working knowledge of bookkeeping and basic accounting principles and methods and the ability to adapt established methods to varied accounting transactions.
- Working knowledge of office practices and procedures.
- Knowledge of modern office equipment, including computers.
- Knowledge of computerized accounting systems and related software.
- Ability to perform detailed work involving written and numerical data and to make arithmetical calculations rapidly and accurately.
- Ability to prepare complete and accurate accounting reports and statements.
- Ability to communicate effectively both orally and in writing.
- Ability to follow oral and written instructions.
- Ability to maintain accurate records and files.
- Ability to maintain effective working relationships with other departments, employees and the general public.

SUPERVISORY CONTROLS:

The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES:

Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in

locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY:

The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT:

The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS:

The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS:

The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

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

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required and for doing the job effectively and correctly, sight is required, specifically,

close vision the ability to adjust focus, and the ability to view a computer monitor for extended periods of time.

WORK ENVIRONMENT:

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of an Associates Degree in accounting or equivalent.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the department usually interpreted to require at least one year general business experience, including experience with maintaining the general ledger, accounts receivable and payable, cash handling, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.