

# Help Wanted

## BOOKKEEPER TO THE SUPERVISOR

### TYPICAL WORK ACTIVITIES:

#### Perform accounting and financial management duties:

- Consolidate incoming cash and checks from various departments and other sources; prepare the daily deposit; prepare and maintain related receipts and records.
- Provide support and guidance to Department Heads and the Town Board on budget related issues.
- Input budget information into municipal budget software.
- Monitor and audit budgetary activities for all departments; Prepare budget modifications.
- Oversee and monitor debt retirement transactions.
- Interface with bank(s) to manage cash flow, and all accounts.
- Balance and reconcile bank accounts.
- Prepare, print, and distribute various financial reports.
- Track and make debt payments.
- Complete year-end processing and file the Annual Update Document (AUD) with the State Comptroller's Office.
- Process and file 1099's at year-end.

#### Perform payroll related duties:

- Coordinate paperwork for and processing of payroll. Execute all phases of payroll from calculating hours and deductions to W-2 forms. Prepare a variety of reports associated with the payroll including overtime reports, earnings reports, and monthly ERS report.
- Maintain files of employee benefit usage/accruals, monitor usage and inform supervisor of any problems with usage.
- Prepare quarterly wage and tax reports. Prepare all documentation related to annual workers' compensation audit in accordance with insurance requirements.
- Employee Benefits: Administer employee benefit programs, including medical insurance, NYS retirement; NYS deferred compensation program, workers' compensation, unemployment, etc. Coordinate meetings and information exchange with representatives from insurance providers and deferred compensation plans. Advise employees on benefit related matters, including researching and resolving questions/issues.