

Town of Mattapoisett

Position Title:	Part-Time Clerical Assistant	Grade Level:	Non-Union
Department:	Accounting	Date:	11/16/21
Reports To:	Town Accountant		

Summary of Position Responsibilities:

The Part-Time Clerical Assistant will provide the Accounting Department assistance with tracking ARPA funds, processing and entering accounts payable, creating accounting reports, generating warrants, processing and reviewing payroll, ensuring availability of funding, reviewing documents for accuracy, reconciling documents, maintaining files and any other tasks as required by the Town Accountant.

Attention to detail and accuracy in work product is extremely important in this position. The candidate should also be well organized and able to work under deadlines. This position may be required to interact with the public and other various Town Departments and must be able to do so tactfully and appropriately. Must be able to maintain confidentiality.

Description of Supervision:

Works under the supervision of the Town Accountant. The employee is familiar with the needs of the office and uses initiative in carrying out recurring assignments independently. The supervisor will provide instruction for new or difficult assignments. The employee should refer unusual or unclear situations to the supervisor for further instructions.

Work Environment:

Work is performed under typical office conditions; the work environment can be hectic with frequent work interruptions. Must be able to operate general office equipment such as a computer, calculator, fax, and copier.

Nature and Purpose of Public Contact:

Relationships are primarily with co-workers, vendors, and the public, involving frequent explanation or discussion of procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve problems. Courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Essential Functions of Job:

- Assist with the processing and entering of accounts payable.
- Assist with the processing and entering of payroll
- Assist vendors with any concerns or reconciliation needs
- Assist with the tracking of funds related to the American Rescue Plan Act.
- Answer questions from various departments regarding the status of bills
- Create accounting reports
- Generate warrants
- Review and reconcile documents and spreadsheets
- Maintain files for warrants, accounts payable, and payroll
- Maintain accurate financial records
- Provide clerical support to other Accounting Department staff members
- Complete special projects and perform any and all similar or related work as required, directed or as situation dictates.

Minimum Competencies:

- Knowledge of Massachusetts General Laws as it applies to municipal finance.
- Ability to communicate in written and oral form.
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines.
- Proficiency in using excel and accounting software. Experience with VADAR is a plus.
- Municipal accounting experience preferred.
- Honesty, reliability, discretion, and good judgment essential.

Education and Other Requirements:

Associate degree in Accounting, Business Administration, or a related discipline.
Valid Massachusetts Driver's License, and satisfactory driving record.

Work Location/Town Hall:

This is an office-based job in a municipal office and work is generally performed under typical office conditions.

FLSA Status:

This position is non-exempt under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and is subject to the change by the employer as the needs of the employer and/or requirements of the job change.