



## JOB DESCRIPTION

Job Title: Accountant  
Classification: Full time, Non-exempt  
Supervises: N/A

Department: Finance  
Reports to: Director of Finance  
Reviewed: October, 2022

**Non-Union**

### SUMMARY

The Finance Department is responsible for maintaining all budget, accounts and financial records of the Town and school district. This is a highly responsible position requiring strong financial management and analytical skills. This position is responsible for the performance of a wide variety of professional accounting and financial control functions for the Finance Department.

### QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Practices and procedures used in governmental accounting, including GAAP.
- Relevant CT General Statutes regarding Town finances.
- Federal and State financial reporting requirements.
- Ability to Learn Town of Colchester Charter and ordinances.
- Public administration principles and practices relevant to financial administration.
- Perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as using a calculator.
- Concentrate on fine details with constant interruption.
- Remember multiple tasks that may be assigned to self and others over long periods.
- Understand the theories behind several related concepts.
- Sit for extended periods of time.
- Occasionally lift, carry and move parcels weighing up to 25 lbs.
- Bend, stretch, reach and stoop.
- Must have strong verbal and written communications skills required with considerable emphasis on customer service.
- At least three (3) years of progressive experience in public or governmental accounting OR an equivalent combination of training and experience. Including payroll, employee benefits and accounts payable experience.
- Valid driver's license and vehicle to provide own transportation.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Serves as custodian of the general ledger and subsidiary ledger for all funds.
- Performs internal audit of departmental operations including revenues and expenditures.
- Prepares a variety of financial reports, including monthly, quarterly and annual reports for all funds. Compiles and records journal entries. Assists the Finance Director and External Auditor in the preparation of year-end financial reports in accordance with Generally Accepted Accounting Principles (GAAP).
- Assists the Finance Director in development of annual budget.
- Assists in compilation and analysis of health insurance self-insurance funds.



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- Maintains accounting and management controls of expenditures and revenues for all funds.
- Analyzes and monitors monthly expenditures for all funds, including grant funds and assists the Director of Finance with budget projections as may be required.
- Prepares and/or reviews various grant reports as required by Federal/State/Local grantor agencies.
- Assists in coordination of program operations and goals with departments and governmental agencies at all levels. Recommends changes and enhancements to the Director of Finance for efficiency of operations.
- Performs additional duties/tasks as may be directed by the Director of Finance.
- Responsible for oversight and maintenance of payroll & employee benefits databases in coordination with Human Resources departments and contracted third party employee benefits administrators and insurance carriers.
- Maintain and update deduction and employer contribution records for all union and non-union employees, including any required reports, for the following: 457 deferred compensation plan, 401(a) defined contribution plan, defined benefit pension plan, health insurance, employee health savings accounts, and garnishments.
- Assists the Director of Finance in preparation of annual payroll budgets.
- Payroll processing – review payroll calculations and data entry of hours/earnings/deductions into payroll accounting system. Provide backup to the payroll process.
- Review payroll financial reports and data against source documents for accuracy.
- Verify/balance all payroll reports.
- Accounts Payable processing – review the processing of purchase orders, invoices for payment, including data entry into accounting system. Provide back up of the accounts payable process.
- Maintain accounts payable database on all vendors.
- Assist with the processing of 1099 forms to vendors and prepare and submit applicable State & Federal tax reports

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.



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**WORK ENVIRONMENT**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following OSHA and Town of Colchester safety policies.

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Employee Signature

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Date