

Accountant/Bookkeeper to the Supervisor – Job Description

This position provides financial administrative support to the Town Supervisor and the Town Board for a broad range of responsibilities. A variety of payroll management functions in support of Town operations are also a requirement of this position.

TYPICAL WORK ACTIVITIES: (including, but not limited to:)

Personnel will work with the Supervisor to perform some or all of the following duties:

- Review and enter prepared vouchers for accounts payable and invoices
- Prepare deposits and transfers
- Print checks for payment
- Record pertinent information on all approved vouchers
- Input budget information into municipal budget software
- Enter budget modifications per Town Board approval
- Balance and reconcile bank accounts
- Prepare, print, and distribute various financial reports
- Execute all phases of payroll such as calculating hours and deductions, 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: knowledge of NYS Retirement and Unemployment administration tasks
- Advise employees on benefit related matters, including researching and resolving questions/issues
- Complete Annual Update Document for Office of State Comptroller and other reporting to agencies as necessary
- Provide support and guidance to Department Heads and the Town Board on budget related issues.
- Interface with bank(s) to manage cash flow, and all accounts.
- Track and make debt payments.
- Process and file 1099's at year-end
- Other tasks as assigned in cooperation with Supervisor
- Review bookkeeping procedures, transactions, and reconciliations on a monthly basis
- Communicate with the Town Supervisor any questions or concerns as a result of monthly review

Anyone interested in this position should complete a Town of Baldwin Job Application which can be found on the town's website under Employment. This application and resume should be sent to the Town Clerk at townbaldwin@yahoo.com. This job posting has been placed on Indeed.com as well and any interested applicant may submit their resume on this site in lieu of direct submission to the Town Clerk email. All applications and resumes will be submitted to the Town Supervisor for review and further contact regarding this position.