

Resolution #\_\_\_\_-2019 Approval of Bookkeeper & Administrative Assistant  
Position Description

Resolved, the Town Board hereby adopts the Position of Bookkeeper & Administrative Assistant as described in the following description:

BOOKKEEPER AND ASSISTANT TO THE SUPERVISOR AND CODE OFFICER

INTRODUCTION

The Town of Caroline is a rural town of about 3,500 people. Town Government is comprised of nine elected officials (Supervisor, four Councilmembers, Highway Superintendent, Town Clerk, and two Town Justices) and typically nine employees (Code Officer, Court Clerk, Deputy Clerk, Highway Assistant, and five Highway Employees).

The Town is seeking a qualified person for the position of Bookkeeper & Administrative Assistant, budgeted at 25 hours per week. Estimated distribution of workload is 10 hours/week payroll/accounting, 10 hours/week support to the Supervisor, and 5 hours/week support to the Code Officer, but allocation is flexible to need.

DUTIES

- Bookkeeping: process payroll and serve as the Town's benefits administrator. Maintain municipal accounting and provide monthly and annual financial documents.
- Support the Supervisor and Town Board in budget planning.
- Provide administrative support to the Supervisor: management of Town initiatives, mail, filing and organization, scheduling meetings and projects, responding to inquiries from the public.
- Provide administrative support to the Code Officer: File and track documents and fees. Assist in responding to inquiries from the public.
- Communications Support: Manage the town website, listserv, and calendar.
- Ensure office equipment is operational.
- Assist with managing equipment purchases and installation.
- Administer service visits at the town hall (IT, building and grounds maintenance).

- Assist with grant administration. Research funding opportunities for town initiatives.
- Other duties as assigned

#### SUGGESTED QUALIFICATIONS:

Education in Accounting, Finance, Business Administration, or related field. At least two years experience with bookkeeping and payroll. Knowledge of municipal accounting.

Competence with Microsoft Office products (Word, Excel, PowerPoint, Access, Publisher). Experience with BAS and/or Williamson Law helpful. Experience with website content management and office management a plus.

#### TYPICAL WORK ACTIVITIES

Accounting and financial management duties

Input budget information into municipal budget software. Monitor and audit budgetary activities on a monthly basis, Prepare budget modifications, Balance and reconcile bank accounts. Prepare and distribute financial reports.

Assist with preparing the Town's annual budget and capital planning in conjunction with Department Heads and the Town Board.

Track and make debt payments and monitor debt retirement transactions.

Enter and pay vouchers for Town bills monthly.

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.

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.

Human resource management functions in support of Town operations

Employee Handbook: Administer the Town of Caroline Employee Handbook including conducting necessary research to assist the Town Board in creating and/or revising policies and procedures. Update the Employee Handbook and distribute updates, with signed acknowledgement, to all employees.

Wage and Salary Program: Update the wage and salary program per Town Board request. Inform Department Heads and employees of revisions adopted by the Town Board.

Employee Benefits: Administer employee benefit programs, including medical insurance, NYS retirement, NYS deferred compensation program, workers' compensation, unemployment, etc. Advise employees on benefit related matters, including researching and resolving questions/issues.

New Employee Orientation: Provide orientation to employees with regard to personnel policies and procedures and benefits review. Issue the Employee Handbook, with signed acknowledgement, to new employees and review pertinent sections thereof.

Civil Service Administration: Serve as liaison with Tompkins County regarding civil service matters, including payroll certification, personnel change forms, and creation or reclassification of positions.

Moved by: Seconded by:

Ayes: Nays: Abstentions: