

**Town of Natick  
Job Description**

<b>Position Title:</b>	Finance Coordinator	<b>Grade Level:</b>	1
<b>Department</b>	Comptroller	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Comptroller		

**Statement of Duties:** Employee will perform technical and administrative accounting work related to accounts payable, payroll, and reconciliation of accounts.

**Supervision Required:** The employee works under the general supervision of the Comptroller.

**Supervisory Responsibility:** The employee has no responsibility for supervision.

**Accountability:** The employee is accountable for timeliness and accuracy in all aspects of their work. Is also accountable to Comptroller's staff, and other finance staff, to ensure information is properly communicated to all appropriate staff members.

**Judgment:** Employee is expected to use best judgment in all situations and refer to the Comptroller for complex issues.

**Complexity:** Incumbent is responsible for preparing complex, technical analysis and ensuring strict adherence to appropriate statutes, while maintaining a strong customer service focus.

**Confidentiality:** Employee must understand and adhere to strict confidence. No disclosure of financial, or interpersonal, information is allowed without permission from Comptroller

**Work Environment:** Duties generally provide for a normal office environment, free from extremes in temperature, noise, odors, etc. Incumbent may spend extended periods at computer terminal or on telephone, or operating other office machines requiring eye-hand coordination and finger dexterity. Incumbent will be required to lift and carry files, documents, records, equipment, etc. and will be required to travel within the Town and to neighboring towns.

**Nature and Purpose of Contacts:** Primary contacts are with the Town Comptroller, Treasurer/Collector and Assistant Treasurer/Collector, and department heads for the purpose of reconciling records and exchanging important information relating to fiscal issues and problems, relating to all financial issues.

**Occupational Risks:** Employee must be able to sit for long periods of time, occasionally bend and lift files and boxes and be able to spend most of the time at work reading a computer screen.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the*

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*position.*

- Be responsible to back up Staff Accountant in respect to accounts payable functions.
- Reconciling and auditing of vendor accounts.
- Reconciling and updating payroll deductions for health, life, and dental programs.
- Back up to payroll.
- Reconciling ledger accounts.
- Documenting Finance Department's procedures.
- Special projects as assigned by the Comptroller and/or Director of Finance.
- Perform functions of Collectors office inclusive of auditing and reconciling receipts.
- Performs a variety of accounting duties to track municipal budgets, prepare required reports and records, and provide information and assistance to Town departments on accounting and budgeting procedures.
- Monitors weekly, monthly, and annual financial reports of revenues and expenditures per fund, department, and line item. Conducts analyses of all reports to ensure compliance with established accounting policies, procedures, laws, and regulations.
- Prepares monthly financial statements and reports including revenue, expenditure, general ledger, purchase order journal reports and payroll tax returns. Distributes to user departments and interprets as necessary. Prepares year-end spreadsheets for financial statements and the annual financial statement for the Town Report.
- Prepares books of original entry for automated general and subsidiary ledgers. Performs journal entries and reconciliations.
- Enters bi-weekly payroll for the Comptroller departments. Acts as back-up for Town payroll and monitors and maintains accruals of vacation, sick, and personal time for all Town employees.
- Performs budget adjustments as needed and with supervisor approval. Assigns amounts to appropriate line items and transfers funds within a department's line item budget.
- Assists with Town audit by gathering information and preparing reports.

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- Works with external auditors, vendors, Massachusetts Department of Revenue, and other outside agencies in the performance of position responsibilities.
- Acts as back-up for accounts payable and performs other financial duties for the Department as required.
- Provides assistance on special projects as requested
- Regular attendance at the workplace is required.

**Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's Degree in an Accounting related field, with one (1) to three (3) years of increasingly responsible professional accounting experience.

**Knowledge, Abilities and Skill**

Knowledge:

- Knowledge of general accounting concepts and procedures, including automated systems.
- Working knowledge of computer operations and their application to municipal accounting and auditing functions.
- Exceptional excel skills.

Abilities:

- Ability to learn and apply municipal accounting procedures.
- Ability to maintain reasonably complex financial records and to provide related information and reports.
- Ability to analyze accounting information and to develop and present appropriate recommendations.

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- Ability to interact effectively and tactfully with a wide variety of individuals, including management personnel, other department staff, outside professionals and members of the public.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to prioritize multiple tasks and deal effectively with interruptions.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

### **Physical Skills:**

- Work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Operates computer, printer, photocopier, check folder/sealer, and other basic office equipment.
- Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.
- May occasionally require lifting and/or moving objects up to 25 pounds.

### **Motor Skills:**

- Ability to use a computer keyboard, calculator and file

### **Visual Skills:**

- Ability to read documents both on paper and on computer screens.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*