

**Town of Natick
Job Description**

Position Title:	Finance Coordinator	Grade Level:	2
Department	Comptroller	FLSA Status	Exempt
Reports to:	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. Position may be supervised by other Finance Department supervisory staff based on the project assigned.

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 the Comptroller's staff, and other finance department 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 or appropriate supervisor.

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. Regular attendance at the workplace is required.

Nature and Purpose of Contacts: Primary contacts are with the Town Comptroller, Treasurer/Collector, Assistant Treasurer, Assistant Collector and Assistant Director of Finance 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.

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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 position.

- Provide back up to Staff Accountant for accounts payable functions.
- Reconciling and auditing of vendor accounts.
- Reconciling and updating payroll deductions for health, life, and dental programs.
- Provide assistance with documenting the Finance Department's procedures.
- Special projects as assigned by the Comptroller and/or Director of Finance.
- Posting and reconciliation of receipts for the Collector's office.
- Performs a variety of accounting duties to track municipal budgets and prepare required reports for distribution to Town departments.

- Enters bi-weekly payroll for the Comptroller departments. Provides assistance to Town payroll as needed.

- Assists with Town audit by gathering information and preparing reports.
- Provides assistance for accounts payable and performs other financial duties for the Department as required.
- Provides assistance on special projects as requested

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.

- Minimum of Associate's degree in accounting or related field, Bachelor's degree preferred.

Knowledge, Abilities and Skill

Knowledge:

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- 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 accommodation 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.