


# JOB DESCRIPTION

## Finance Assistant

 <b>WESTERLY</b> Rhode Island	<b>DEPARTMENT</b>	Finance		
	<b>REPORTS TO</b>	Director of Finance		
	<b>FLSA STATUS</b>	Non-Exempt; Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

### POSITION OVERVIEW

Under the general direction of the Director of Finance, the Finance Assistant is responsible for providing administrative support tasks, which includes providing administrative support to the Department, working on a variety of financial, administrative, and departmental projects assigned by the Department Head.

### ESSENTIAL JOB FUNCTIONS

- Manages incoming and outgoing wire activity and bank transfers then prepares entries as needed for approval; Manages daily bank activity for items that may need research or accounting treatment.
- Manages NSF, stop payments and adjustment notices from bank.
- Monthly import of cleared checks to accounting system from bank file.
- Manages P-Card system for recording transactions and ensuring employee compliance.
- Prepares Stripe reconciliation for credit card transactions.
- Reconciles various general ledger accounts daily/monthly.
- Prepares all debt service payments for approval.
- Prepares all budget transfers, including transfers and supplemental appropriation by budget related resolutions and ordinances.
- Assists with auditor requests.
- Receives and distributes Finance Department mail.
- Responsible for maintaining office supply inventory including new needs for the department, processing requisitions for supplies, receives and checks delivery and distributes items to department, prepares vouchers for vendor payment.
- Collects the Finance Department timesheets.
- Manage department requests for time off.
- Maintain Finance Department Calendar.
- Petty Cash reconciliation on a quarterly basis.
- Maintain data documents including support for financial activity.
- Manages Records Retention Program in accordance with Rhode Island state law.
- Reports unclaimed property to state per Rhode Island state law (yearly).
- Department Administrative support including arranging appointments and conferences; opening and reading incoming mail; setting up and maintaining confidential records; analyzing and sorting for filing.
- Assists other departments with finance questions or issues, including policy or procedure review and education to ensure resolution.

### **ADDITIONAL JOB FUNCTIONS**

- Attends conferences, seminars, training and meetings as required.
- Processes information requests for the assigned division.
- Other duties and projects as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

#### **KNOWLEDGE of:**

- The principles and practices of office management techniques.
- Office automation technologies used to increase efficiency in administrative support work.

#### **SKILLS in:**

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

#### **ABILITY to:**

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related accounting software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Work hours beyond the regularly scheduled workday when needed and pre-approved.

### **MINIMUM POSITION REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

- Associate's degree in Business Administration, Assessment, Public Administration, or closely related field.
- Minimum of two (2) years of experience in performing intermediate to advanced financial and accounting work.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

#### **LICENSES AND CERTIFICATIONS**

- A valid driver's license.

### **ENVIRONMENTAL AND PHYSICAL DEMANDS**

#### **ENVIRONMENTAL DEMANDS including:**

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**PHYSICAL DEMANDS *including:***

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.

*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 essential functions.*