

Town of Hampstead, NH

**POSITION: Finance Administrator/
Selectmen's Clerk**

DEPARTMENT: Administration

FLSA STATUS: Non-Exempt

REPORTS TO: Administrative Assistant

LABOR GRADE: 13

DATE: March 2019

GENERAL SUMMARY

Under policy direction of the Board of Selectmen, general direction of the Administrative Assistant and in accordance with the statutes of applicable New Hampshire General Laws, performs administrative work in support of the Town's accounting system. Responsible for maintenance of the Town's office equipment. Attends, takes and transcribes Select Board's meeting minutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures compliance with applicable statutes and ordinances.
- Processes accounts payable weekly and reconciles accounts, including printing checks and disbursing checks with Treasurers' signature.
- Reconciles General Ledger and prepares reports as needed.
- Processes bi-weekly payroll and related work, including payments to NH Retirement System and filing Federal Government 941 forms, and 1099 forms.
- Serves as Operator and Administrator of the town phone system.
- Troubleshoots network connectivity problems, optimizing network performance and maintaining critical services like e-mail.
- Maintains office equipment including phones, postage machine, fax machine, etc.
- Processes accounts receivable and sends bills for special duty and other items as needed.
- Prepares deposits from Selectmen's office.
- Maintains and oversees repairs to computers and coordinates any needs for computer systems with the MIS contractor including keeping computer backups up-to-date.
- Establishes and maintains office files, including payroll files, accounts payable files and other files as directed by the Administrative Assistant.
- Conducts research on a variety of town issues, including but not limited to interpretation of codes, ordinances and statutes.
- Maintains an appropriate level of confidentiality regarding the records and operations of Town Boards and Committees.
- Maintains effective relationships with the community.
- Effectively handles inquiries from the public and from public and private organizations regarding codes, ordinances and statutes.
- Assists in preparing town Warrant and other documents for Town Meeting.
- Provides back-up for other departments (except for the Town Clerk/Tax Collector).
- During absences of the Administrative Assistant performs duties of that position.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters or far-reaching implications. Completed

work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as Town policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic wellbeing of persons.

PERSONAL CONTACTS: People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in office setting. Required to attend evening meetings.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Knowledge and level of competency commonly associated with completion of specialized training in addition to basic skills typically associated with a high school education or associate degree.

- Sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had a similar position in municipal finance for two years, preferably in municipal government.

Knowledge, Skills and Abilities

- Knowledge of public administration, government accounting, statistics and bookkeeping methods.
- Knowledge of Federal and State statutes dealing with Town Administration.
- Knowledge of Town policies and procedures.
- Knowledge of computers, including word processing and Excel spreadsheets.
- Skill in accounting and knowledge of GASB accounting practices.
- Ability to communicate effectively, both orally and in writing.
- Ability to use a computer, typewriter, copy and fax machine, telephone, calculator and recording devices.
- Ability to prepare comprehensive studies and technical reports.
- Ability to establish and maintain effective working relationships with employees, administrative officials and the general public

LICENSING AND CERTIFICATION

None

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone and other general office equipment.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.