

TOMPKINS COUNTY
BOOKKEEPER TO THE SUPERVISOR
DUTIES STATEMENT

Department Town of Dryden, Groton, Danby, Newfield
Classification Exempt in all Towns
Labor Grade _____
Approved _____
Revised _____
By AF: Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this position will provide overall administrative support to the Town Supervisor for a broad range of responsibilities. Manage and supervise all functions related to day-to-day operations of the Town Supervisor's Office. Perform a variety of human resource management functions in support of Town operations.

TYPICAL WORK ACTIVITIES:

Perform accounting and financial management duties:

- Consolidate incoming cash and checks from various departments and other sources; prepare the daily deposit; prepare and maintain related receipts and records.
- Process requisitions and prepare purchase orders when required by the Town's Purchasing Policy.
- Prepare vouchers for audit of abstract. Print checks for payment. Record pertinent information on all approved vouchers.
- Review and update special assessment rolls. Calculate tax rates for all special districts (based on flat fee, frontage, units, and acres).
- Act as co-budget officer preparing and producing the Town's annual budget in conjunction with the Department Heads and the Town Board.
- Provide support and guidance to Department Heads and the Town Board on budget related issues.
- Input budget information into municipal budget software.
- Monitor and audit budgetary activities for all departments; Prepare budget modifications.
- Oversee and monitor debt retirement transactions.
- Interface with bank(s) to manage cash flow, and all accounts.
- Balance and reconcile bank accounts.
- Prepare, print, and distribute various financial reports.
- Track and make debt payments.
- 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.

TYPICAL WORK ACTIVITIES: (continued)

Perform 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. Prepare all documentation related to annual workers' compensation audit in accordance with insurance requirements.

Perform a variety of human resource management functions in support of Town operations including, but not limited to the following:

- **Employee Handbook:** Administer the Town of Dryden 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.
- **Job Descriptions:** Assist the Town Board and Department Heads as necessary with the development of new job descriptions or the updating of existing ones. Update the Job Description Manual and Index accordingly and distribute job descriptions, with signed acknowledgement, to appropriate parties.
- **Personnel Files:** Maintain confidential personnel files and related records in accordance with Town policy, federal/state regulations and guidelines.
- **Employee Benefits:** Administer employee benefit programs, including medical insurance, NYS retirement, NYS deferred compensation program, workers' compensation, unemployment, etc. Coordinate meetings and information exchange with representatives from insurance providers and deferred compensation plans. Advise employees on benefit related matters, including researching and resolving questions/issues.
- **Recruitment and Hiring:** Assist in recruitment and hiring activities in accordance with existing Town policies and civil service regulations.
- **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, creation or reclassification of positions.
- **Drug Testing:** Schedule random drug testing for the Highway Department employees and schedule drug test for new employees. Contact person for all drug test related questions and calls from the lab.

TYPICAL WORK ACTIVITIES: (continued)

Perform administrative support duties:

- Answer and screen telephone calls coming into the Supervisor's Office either handle personally or direct to appropriate person. Respond to phone calls and in-person inquiries from members of the community.
- Perform a variety of secretarial/administrative duties such as developing and typing correspondence/spreadsheets/documents, keeping the Supervisor informed of office activities, and ordering office supplies. Process Supervisor's incoming mail.
- Interface with officials such as the Town Engineer, Town Attorney, and other parties such as bank representatives, insurance representatives, union representatives, various committee and board members, and members of the public for the purpose of transacting the business of the Town Supervisor's Office.

SUGGESTED MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered four-year College with a Bachelors degree in Accounting, Finance, Business Administration, or related field; OR
- b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in Accounting, Finance, Business Administration, or related field **AND** two years of full time paid (or the equivalent part-time and or volunteer) experience in preparing and maintaining financial accounts and records, which must have involved preparation of financial statements; OR
- c) Graduation from High School or a High School equivalency diploma **AND** completion of 11-12 credits of accounting and/or finance from a regionally accredited or New York State registered college or university **AND** 6 years of full time paid (or the equivalent part-time and/or volunteer) experience in preparing and maintaining financial account and records, which must have involved preparation of financial statements; OR
- d) Any combination of training and experience equal to or greater than that described in a), b), or c) above.

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