

# ACCOUNTANT I

## GENERAL NATURE OF POSITION

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Under general supervision of the Village/Town Clerk/Treasurer, the Accountant shall be responsible for assisting in the maintenance of the Village and Town of Somers accounting functions, payroll, and related financial reporting. This responsibility includes, but is not limited to, assisting the Finance Manager with financial reporting, financial data processing, payroll, budget development, accounts receivable, accounts payable, utility billing, cash reconciliation, internal control and implementation of accounting policy.

This position is instrumental in assisting the Village/Town Clerk/Treasurer with the coordination of employee benefits. This position shall report on a daily basis to the Village/Town Clerk/Treasurer. This is a full-time, salaried, non-represented exempt position.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists the Accounting Manager with the fiscal operations of the Village and Town of Somers and all its respective funds (i.e.: General Fund, Capital Improvement Fund, Water and Sewer Utilities, TIF Districts (1-11), Debt Service Funds, Stormwater Fund).
- Assists the Accounting Manager in the Maintenance of requisite journals and ledgers to high standard necessary to maintain the Village and Town's Utility Funds reporting functions and the corresponding reimbursement programs applicable under state and federal standards.
- Assists the Accounting Manager with the planning and development of all Village and Town budgets.
- May be assigned duties to research funding or funds for special projects, studies, programs, services, or operations necessary to fill the needs of the Village or Town and the Village Utility Districts.
- Assists in preparation of Annual State Form C, PSC Report and all financial cycle reporting both internal and external.
- Perform monthly bank reconciliations for all Village and Town bank accounts.
- Process and manage all payroll & benefits in compliance with Village, State, and Federal Requirements.
- Oversees preparation of all Village/Town employees W-2 information as well as issuing and reconciling 1099 information.
- Serves as back-up for Accounts Payable/Receivable.
- Assists the Village Administrator and Accounting Manager in researching grants and compliance with grant accounting requirements.
- Assists the Accounting Manager in monitoring monthly departmental financial performance.
- Assists Village/Town Clerk/Treasurer with collection and maintenance of Special Assessment database.
- As a part of payroll function, manages the coordination of employee benefits.
- Assists the Village/Town Clerk/Treasurer and Accounting Manager in coordinating with the Auditors of the Village & Town for preparation of the annual report of the Village & Town Financial Accounts, as well as TID audits if necessary.
- Complete tasks as assigned by Village/Town Clerk /Treasurer and Village/Town Administrator.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE:**

- Possession of a Bachelor's Degree from an accredited college or university with a major in accounting or equivalent work experience; preferable with an emphasis in governmental accounting.
- Two years of recent accounting experience required.
- Completion of Municipal Treasurer's Institute within three years of employment.

## **SKILLS AND ABILITIES:**

- Comprehensive knowledge of accounting principles, functions, and terminology.
- Governmental Accounting Principles are a plus but not mandatory.
- Working knowledge of BS and A Software a plus.
- Demonstrated computer skills.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Intermediate (or above) skill level in excel spreadsheets.
- Demonstrated general ledger management experience.
- Utilities financial accounting knowledge desired.
- Payroll processing experience desired.
- Ability to establish and maintain satisfactory working relationship with other employees, the public and elected officials.
- Ability to exercise sound judgment and discretion in applying and interpreting policies, rules and regulations.
- Ability to evaluate alternatives and their effectiveness and present results to Village Officials with implementation of changes as directed by the same.
- Demonstrated problem solving skills.
- Good communication skills, verbal and written.
- Committed to continuous professional improvement.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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.

- Ability, to sit for extended periods of time while viewing and working on a computer.
- Ability to access department files.
- Ability to enter and retrieve information from computers.
- Ability to retrieve files from storage vault.
- Ability to lift 50lbs.

**WORK SCHEDULE:** This position is located at the Village/Town Hall in Somers with office hours from 8:00 a.m. to 4:30 p.m. Will be required to attend Village Meetings upon request.