

Town of Hooksett Job Description
Finance Department
“Clerk (Finance)”

Grade 5

Date: June 2014

General Position Description: This part-time position is responsible for processing and maintaining accounts payable. Performs additional routine accounting and clerical duties. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee to whom it applies.

Accountability: Reports to the Finance Director.

Equipment Used: Computer hardware, computer software, printer, typewriter, photocopier, fax, calculator and various other office equipment necessary for the job.

Environment: Inside: 98% Outside: 2%

Duties and Responsibilities: The following functions are considered essential to this position, indicative of the duties and responsibilities with this position, but are not intended to be all-inclusive.

1. Processes computerized accounts payable for departments. Proofs all invoices for proper authorization, supporting documentation, and account classifications prior to payment. Processes check manifest, transfer positive pay file to bank and perform other related functions.
2. Maintains vendor files: 1) computerized vendor files, such as names, address and W9 status and 2) paper and computerized invoice files.
3. Records General Ledger entries into the computerized general ledger system. Reports activity to departments and assists them with questions related to duties.
4. Calculates monthly departmental allocations for insurances, phone bills, postage and other expenses.
5. Prepares letters and reports using Excel and Word for internal and external reporting.
6. Processes some miscellaneous accounts receivables.
7. Performs other related duties as required.
8. Assists in processing weekly payroll and employees' benefit changes.

Cognitive and Sensory Requirements:

Vision: Necessary for visual operation in all aspects of the position such as reading, observing, creating.

Hearing: Necessary for receiving instructions, attendance during meetings, assisting the public, and for safety while working.

Speaking: Necessary for communicating with employees, residents, and the general public.

Taste and Smell: Necessary for detecting fumes and gases.

Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.

Mobility: Needed to walk around the departments and other municipal locations as well as other outside locations in order to perform all functions of the job in, out, and around vehicles and equipment.

Physical Requirements:

Lift up to 10 pounds: frequently required.
 Lift 11 to 25 pounds: occasionally required.
 Lift over 26 pounds: rarely required. Assistance may be available.
 Carry up to 10 pounds: frequently required.
 Carry 11 to 25 pounds: occasionally required.
 Carry over 26 pounds: rarely required. Assistance may be available.
 Push/pull: occasionally required.
 Reach above shoulder height: frequently required.
 Reach at shoulder height: frequently required.
 Reach below shoulder height: frequently required.
 Balancing: rarely required.
 Sit: frequently requires six or seven non-consecutive hours a day.
 Stand: occasionally required to stand for 1/3 hour at a time.
 Walk: frequently requires one to two non-consecutive hours a day.
 Twisting: occasionally required.
 Bending: occasionally required.
 Crawling: rarely required.
 Squatting: rarely required.
 Kneeling: rarely required.
 Crouching: rarely required.
 Climbing: rarely required.

Hand Manipulation:

Grasping: constantly required.
 Handling: constantly required.
 Fingering: constantly required.
 Controls and equipment: computer equipment and other office equipment constantly required.

Work Surfaces: Office area includes workstation with desk, computers, table, filing cabinets, bulletin boards, etc. Surfaces are at various heights.

Summary of Occupational Exposures: Office equipment noises, office product chemicals, air conditioning, etc.

Other Training, Skills and Experience Requirements:

- Two years of experience in accounts payable processing.
- Working knowledge of computer word processing and spreadsheet applications, preferably Word and Excel.
- Strong communication skills are necessary when dealing with vendors and key personnel to accurately process accounts payable checks.
- The ability to establish an effective working relationship with other employees; and ability to exercise logic and judgment in the performance of all duties.

License and Certification Requirements:

- High school diploma.
- Valid NH Driver's license.

Schedule: Daytime hours, Monday through Friday, 8:00am to 4:30pm. Number of hours to be determined by Finance Director.