

**TOWN OF HAMILTON, MA**  
**ACCOUNTING ASSISTANT/BENEFITS COORDINATOR**

Department	Finance
Reports to:	Director of Finance/Town Accountant
Position Status:	Non-Exempt
Weekly Hours:	37.5
Salary Classification:	Grade 7 - 8

**Position Summary/Purpose:**

The purposes of this position is to be responsible for accounts payable, contracts maintenance, benefits, serve as liaison with departments about the status of their accounts payable and contracts, filing, and other projects related to accounting/finance operations. The Accounting Assistant is required to exercise judgment in administering and managing the accounting functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs a wide variety of responsible professional, technical/financial and administrative responsibilities requiring a thorough knowledge of municipal finance, municipal government operations and related functions of the finance department.

*Supervision Received:* Works under the general direction of the Director of Finance/Town Accountant following professional standards, procedures and policies.

*Supervision Given:* Reviews work of others to insure it meets financial requirements and directs the actions and processes related thereto as needed.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Performs essential, daily accounting tasks related to: verifying accounts payable batches to general ledger account strings and vendor invoices; review for accuracy and prepare vendor warrants, which includes, but is not limited to, such tasks as verification of contract terms and conditions, and compliance with rules and regulations.
- Advise, guide, direct or assist departments with problem solving issues related to entering accounts payable batches.
- Train departmental staff on the use of town financial software and internal accounting practices and procedures where necessary.
- Maintain vendor list, W-9's and certificates of insurance.
- Create and maintain a contract log.
- Administers employee health, FSA, dental and life insurance benefit programs for all employees under the supervision of the Assistant Town Accountant.

- Responsible for maintaining and distributing health, FSA, dental and life insurance information packets to new hires, employees and retirees.
- Plans, organizes and promotes the annual open enrollment health/wellness/benefits fair in conjunction with health plan participants and other benefit providers.
- Provides employees and retirees with detailed information relating to health, FSA, dental and life insurance plan benefits, costs as well as determining eligibility.
- Conducts monthly audits of active/retired health plan, dental and life insurance participants and notifies the Town's providers, Retirement and/or affected departments of discrepancies.
- Researches discrepancies between employee insurance withholdings and company invoice.
- Performs financial calculations to determine insurance payments and withholdings, to ensure accurate billing and collection of payments to the Town.
- Provides written notification and verbal instructions regarding available town benefit plans, COBRA regulations and life insurance conversion to retiring and terminating employees.
- Process death claims for life insurance policies.
- Bills, collects and tracks retirees insurance and COBRA payments monthly.
- Works with benefit providers and responds to benefits information requests.
- Ensures that all employee benefit files are organized and filing is up to date.
- Fulfill requests pertaining to annual audit.
- Responsible for billing and collections of Town's Joint Programs.
- Prepares weekly turnover report of collections to the Treasurer.
- Assist Finance Director/Town Accountant and Assistant Town Accountant with special projects as needed.
- Performs general office duties, which includes, but is not limited to, answering telephones, sorting incoming mail, filing, preparing correspondence and many other relevant duties pertaining to the day to day operation of the department
- Ensures that all work is conducted in a safe manner and all work safety practices are followed.
- Maintains strict confidentiality in all matters of a sensitive nature.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends and standards.
- Assists other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

Education, Training and Experience:

An Associates Degree in accounting, finance or public administration or related degree from an accredited college or program; have 2 years of experience in accounting/finance or related work

experience or any equivalent combination of education, training and work experience. Prior experience in benefits administration is a plus.

**Knowledge, Ability and Skill:**

- Knowledge of accounting (governmental accounting preferred); thorough knowledge of computerized financial systems and spreadsheet applications in finance;
- Understanding of state and federal laws and regulations related to municipal finance operations;
- Ability to oversee and maintain detailed and accurate records using data processing;
- Ability to learn new computer technology;
- Ability to organize, analyze and interpret financial data;
- Ability to establish and maintain effective working relationships with town staff, officials, department heads, etc;
- Excellent verbal and written communication skills;
- Excellent analytical and problem solving skills;
- Aptitude for working with and explaining accounting policies and procedures to people;
- High level customer service skills;
- High level of organizational skills;

**Job Environment:**

Administrative and financial work is performed in a moderately noisy office with occasional interruptions during the day from municipal staff and outside vendors to deal with related issues and problems. Occasionally drives to meetings in hot and cold weather.

Requires the operation of a vehicle, telephone, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with Department Heads, Finance Staff, Town staff, Administrative Staff, and vendors. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of detail and professionalism.

Errors in judgment or omissions could result in monetary loss, delay in service, financial and legal impact.

Has access to confidential information such as contracts.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			

Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other- Noise in office	X			X
Other-				

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs				X
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-				

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*