**Assistant Accountant**

**Primary Purpose**

Assist the Town Accountant with preparation and data entry of the Vendor Warrant Process, Purchase Orders preparation, Vendor account maintenance, and other related work as required.

**Essential Duties and Responsibilities**

*The essential functions or duties listed below are illustrations of the various types of work 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.*

Audit cover sheet and vendor invoices submitted by each department for accuracy, proper documentation, and signatures; coordinate with each department any corrections necessary; data entry of vendor invoices into accounting software; reconcile summary of transactions to departmental schedule of payments; research and correct variances; prepare vouchers; print vendor checks; complete accounts payable process.

Evaluate purchase requisitions for accuracy, proper documentation and signatures, data entry into accounting software, create purchase order, and distribute copies to requestor.

Maintain and update vendor information; prepare and mail W-9 requests to service providers to supply tax identification information with follow-up as necessary.

Prepare annual 1099 forms for distribution to service providers, the Internal Revenue Service and the Massachusetts Department of Revenue.

Print monthly reports and distribute them to the appropriate department heads, Town Manager, Finance Committee and Select Board.

Perform special projects and other tasks as needed by the Town Accountant.

**Supervision**

Works under the general direction of the Town Accountant and follows established rules, regulations, and policies to complete assigned tasks; some tasks are performed independently.

**Work Environment**

Work is performed in typical office conditions. The workload is subject to seasonal cycles and expected annual events.

The employee operates standard office equipment.

The employee has regular contact with town departments and some vendors.

Errors could result in delay or loss of service.

**Recommended Minimum Qualifications**

**Education and Experience:**

High School Diploma /Associate Degree and 2 years Accounts Payable experience.

**Knowledge, Ability and Skill:**

Advance skills in Microsoft Excel and Word required; knowledge of accounts payable software; proficient in use of computer keyboard, calculator/adding machine; attention to detail and high degree of accuracy in all work; ability to work independently and utilize time efficiently.

**Physical Requirements**

Minimum physical effort is required to perform functions in typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment and lift boxes of files and records weighing up to 20 lbs. Vision requirements include the ability to read and analyze documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*