

TOWN OF NEWTOWN
FINANCE DEPARTMENT

PAYROLL SPECIALIST/ACCOUNTANT

GENERAL STATEMENT OF DUTIES:

The Payroll Manager/Accountant assists in the overall accounting operation of the Finance Department. This position is responsible for the Town payroll functions as well as the financial control, accounting, reporting, accounts receivable and administrative functions and when necessary, serves as back-up for the Accounts Payable Clerk. This position is also responsible for the monthly bookkeeping functions for Sewer Use and Sewer Assessment and bank reconciliation of certain accounts.

SUPERVISION RECEIVED:

Works under the direct supervision of the Assistant Finance Director: assignments and procedures are outlined in general terms.

EXAMPLES OF DUTIES:

Performs extensive accounting assignments. Responsible for maintaining payroll database, inputs timesheets, processes payroll deductions, direct deposits and checks, produces and maintains payroll reports. Researches and develops financial data for budget preparation and implementation. Assists the Finance Director and the office staff in maintaining the overall accounting system and in the performance of accounting tasks. Acts as liaison between the Tax office and the Finance office with regards to sewer use and sewer assessment. Performs monthly bookkeeping recording and reporting to the Assistant Finance Director, the Tax Collector and the Public Works Director.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILL AND ABILITY:

Data processing skills, accounting and payroll experience; ability in written and oral expression; ability to work effectively with the clerical staff; knowledge of EFinance helpful.

EXPERIENCE AND TRAINING:

College graduate with B.A. in accounting, finance or satisfactory equivalent experience and/or training. Previous payroll experience necessary.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.)

Rate of Pay: \$33.10/hr - \$37.22/hr

March, 2024

PLEASE APPLY

**OFFICE OF HUMAN RESOURCES
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470**

Patrice.fahey@newtown-ct.gov

**EEO/Affirmative Action Employer
(Applications available on Town of Newtown website)**