



TOWN OF MILTON, VERMONT 05468-3205

Title: Fiscal Assistant II
Department: Finance

Date: Revised 05/11/17
Reports to: Finance Director

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: This position performs varied accounting duties of a moderate nature by maintaining records of department revenues and expenditures. The Fiscal Assistant II undertakes work inclusive of, but not limited to: calculating, verifying, posting and balancing a variety of financial transactions and compiling various reports, and may be asked to participate in the preparation and administration of the Town and/or department's annual budget and/or maintain accounts having special fund characteristics. This position requires the use of some judgment to ensure transactions are in accordance with generally accepted accounting principles. Inter-departmental cooperation and teamwork is expected on an ongoing basis. Supervision is not a responsibility of this position. However, incumbents may provide technical assistance to or assist in the training of new employees, and all employees in the Finance Department are cross-trained in order to create depth in what is a small department.

ESSENTIAL JOB FUNCTIONS

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.

- Prepares journal entries for the Town as deemed necessary. Includes journal entries for ACH and wire transfers
- Prepare the daily deposit of cash received in the Town Treasurer's office. Verify that correct accounts are credited and posted with backup presented.
- Prepares and tracks billings for various accounts receivable that are due to the Town, and prepares receipts when the Treasurer's office receives them for processing.
- Performs grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, salary transfers and associated communications with customers, reconciliations, and budgeting;
- Performs grant closeout functions required by Grants, financial status reports, final invoices, zeroing out budgets, and final reporting; reviews general ledger transactions to ensure accuracy and complete journal entries.

- Prepares and submits grant funding reimbursement requests to outside funders providing proper documentation to ensure prompt payment.
- Review financial transactions and accounting of grant disbursements to ensure compliance with Federal and State accounting and procurement standards.
- Prepares and tracks billings for various accounts receivables due to the Town and prepares receipts when received for processing at the Treasurer's Office.
- Process end of the month/quarter procedures, inclusive of: verifying Developer Escrow Account balances, tracking and preparing transfers, researching fixed asset purchases. All bank statement reconciliations for the Town and School, and many general ledger account reconciliations.
- Gathers necessary audit information and assists with the annual audit, as requested by the Finance Director.
- Research and verify clearing account balances. Troubleshoot unusual balance sheet account balances. Track and record over-expenditure of accounts.
- Investigate payments in certain cash receipt codes. Verify available credit reports for Tax Administrations, Utility Billing programs, and aged receivable reports in Utility Billing.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Considerable knowledge of accounting principles, methods and procedures as well as basic principles involved in computerized accounting systems and computer software programs and applications for financial management, including in-depth spreadsheet ability. Position requires considerable knowledge of modern office practices and procedures plus knowledge of the care and operation of standard office equipment. Knowledge of Municipal Accounting practices a plus.

ABILITY TO:

- Learn principles and practices of grant accounting and bookkeeping.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Analyze financial and accounting records, prepare clear and concise electronic spreadsheets, and to learn and use computerized accounting systems.
- Establish and maintain effective working and problem-solving relationships with supervisors, other employees, and the public.
- Function in a team environment.
- Use initiative and sound independent judgment within established guidelines.
- Attend work as scheduled and/or required.

EDUCATION or FORMAL TRAINING

Associates Degree in Accounting plus three (3) years progressively responsible office and accounting/fiscal experience, two of which shall have been at a level requiring independent judgment. Previous municipal experience preferred. Or, any combination of education, training, and/or experience

equivalent to five (5) years of office/accounting/fiscal experience that would result in sufficient expertise and knowledge to be able to do the work identified in this job description.

EQUIPMENT USED

Telephone, personal computer including accounting software, printer, postage meter, typewriter, copier, fax, calculator and other typical office equipment.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 25 pounds. The ability to move and to position boxes of files which includes bending, pushing, pulling, reaching, and occasional lifting of up to 25 pounds.

The Town of Milton is an EOE institution/employer and complies with the guidelines of the Americans with Disabilities Act. Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.