



New Hanover Township Job Description

Job Title: Finance Clerk
Category: Non-Exempt

Department: Finance Department
Supervisor: Finance Director

POSITION SUMMARY:

The Finance Clerk is responsible for accounts payable, accounts receivable, payroll, banking accountability and escrow management along with other assignments.

POSITION REQUIREMENTS:

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

General Tasks

- Review on line bank accounts for any ACH deposits and/or payments and research them to determine completeness and accuracy
- Enter all ACH deposits and/or payments into the accounting software
- Review all finance mail (i.e.: invoices, statements) and distribute vendor invoices to Department Heads for approval
- Review email and respond to any financial questions from vendors, and department heads.
- Prepare Bank deposit slip(s) for any and all individual account bank accounts
- Make deposits at the bank
- Respond to the bank concerning any errors or discrepancies that may have occurred with the deposit

Accounts Payable

- Make sure all invoices are properly coded for the correct account, amount and approved
- Enter the expense along with a scanned copy of the bill into the accounting system
- Prepare the bill list, the cash balance report and budget to actual statements
- Print the checks and attach stubs to bill
- Once approved mail the checks and file stubs

- Make monthly transfers in the accounting software
- Contact or speak with vendors for any discrepancies
- Pay all accounts with online bill payments

Accounts Receivable

- Invoice Developers for all applicable expenses which may include the following:
 - Engineering fees and Legal Fees
 - Hydrant Fees
- Invoice Developers for Hydrants
- Apply all payments against said invoices
- Follow up with accounts past due and send statements
- Answer any developer questions pertaining to account

Payroll (Biweekly)

- Maintain the payroll system that is in place with the Township to ensure that employees and supervisors are paid correctly and on time
- Distribute pay checks/stubs to appropriate department heads
- Enter all information from the payroll system to the accounting system
- Set up payroll transfer for employee's retirement contribution (ICMA)
- Prepare third party checks
- Manage employees 457 accounts
- Disperse W2 at the beginning of the year
- Print and file Quarterly Tax Information
- Review and disperse 1099 R at the beginning of the year

Escrow

- Process any construction Escrow releases approved by the board to developers financial Institution
- Track Developer engineering and legal escrow
- Request escrow replenishment according to Township fee schedule
- Maintain files of all Developer Financial Information
- Manage and establish all escrow accounts at Bank and/or in QuickBooks

Bank Accountability

- Prepare bank deposits as deemed necessary
- Deliver the deposit to the bank on a weekly basis

Other Duties

- Petty Cash
- HRA (Health Reimbursement Account Reconciliation)
- Other duties as assigned

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Associate Degree in Accounting or working towards the degree
- Two (2) years to five (5) years of accounts payable/receivable experience preferred
- Attention to details
- Good problem-solving skills
- Proficient in Microsoft Word and Excel

NECESSARY OCCUPATIONAL TRAITS:

- Ability to prepare accurate reports and correspondence
- Ability to communicate in an effective manner with employees and the public
- Ability to learn new software programs, i.e. accounting software, billing software, scanning and imaging software
- Ability to efficiently organize work tasks, and practice good time management skill and meet deadlines

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit, stand, bend, stoop, squat, kneel and reach above shoulder level for up to 75% of their shift while completing operations and maintenance tasks. The employee may need the ability to lift and carry 50 lbs. on an occasional basis.

SELECTION GUIDELINES:

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. The duties listed 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.

Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

Applicant's Signature: _____

Date: _____