

# COUNTY OF OXFORD

## Job Description

**DEPARTMENT:** Treasurer

**TITLE:** Finance Clerk

**DIVISION:** Treasurer

**FLSA:** \_\_\_\_\_ Exempt

X  Non-Exempt

**APPROVED DATE:** July 20, 2010

**REVISED DATE:**

**APPROVED BY:** County Commissioners

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**JOB PURPOSE:** Pays employees and compiles payroll information, prepares accounts payable, completes reports and maintains records.

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### GENERAL EXPECTATIONS:

- Be committed to the mission of the County
- Work as a member of a team in the performance of duties.
- Be punctual for scheduled work and use time appropriately.
- Work in harmonious relationships with all county staff and community.
- Perform duties in a conscientious, cooperative manner.
- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain a professional appearance.
- Possess a valid Maine Driver's license.
- Understand and work within Oxford County Government and Administrative Office Policies and Procedures.
- Work collaboratively as a member of a team with various groups of staff depending on the issue addressed.
- Accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member.
- Assure quality in work performed in order to facilitate the delivery of quality services.
- Maintain confidence and protect the County by keeping information concerning clients and County operations confidential.

### **KEY EXPECTED RESULTS AND ESSENTIAL FUNCTIONS:**

1. Maintains payroll information by collecting, calculating and entering data.

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2. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department transfers.
3. Prepares reports by compiling summaries of earning, taxes, deductions, leave, disability and non-taxable wages.
4. Assures on time paychecks for County employees by reviewing and computing all departmental payroll submissions and preparing payroll checks.
5. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and worker's compensation payments.
6. Coordinates and maintains all benefits by insuring proper deductions are maintained and coverage is as required by employee, contracts, and policy requirements.
7. Assures proper completion of reports by preparing all payroll related reports, including tax deposits, state retirement, job verifications as well as monthly and quarterly tax returns and W-2s.
8. Assures accurate records by maintaining the records for vacation, sick leave and personal holidays to insure conformance with County Personnel policy and Union contracts.
9. Creates and maintains payroll records by setting up new employee's master, deduction and accrual screens, Creates deductions, pay codes and linking them to the general ledger accounts.
10. Assures payment of benefit billings by reviewing the billings for accuracy, prepares and processes payroll checks for benefit payments.
11. Assures accurate reports by preparing and maintaining monthly accrual reports for verification with department heads.
12. Assures accurate checking accounts by reconciling accounts and assists in reconciling the payroll checking account each month.
13. Maintains employee data and confidence and protects operations by keeping payroll data confidential.
14. Performs administrative functions for department by receiving and distributing mail and performing various computer input duties.

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15. Assures accurate record of accounts by maintaining records, processing approved bills for payment, and reconciling bank statements for the County Administrator, Treasurer, and County Commissioners
16. Assists Deputy Treasurer with posting of revenues, accounts payable, and accruals to the general ledger.
17. Assists the Deputy Treasurer to produce reports for Commissioners, County Administrator, Department Heads and the public as requested.
18. Prepares reports and information for the Department of Corrections and other federal and state entities.
19. Assists with grant preparation as needed.
20. Processes billing and receivables for the operation, maintenance and grant administration of the airport under the direction of the County Administrator.
21. Complies with Federal, State and local legal requirements by following policies and procedures.
22. Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.
23. Contributes to the team effort by accomplishing related results as needed by having knowledge of and consistently applying facility rules and procedures, coordinates activities with co-workers, supports the authority of staff members and regularly and effectively communicates with supervisors, other administrators, and elected officials. Attends work regularly.
24. Supports the County's safety and health policies by attending required safety training programs; reporting all accidents and suspected safety hazards to supervisor.
25. Fulfills job function by participating as an active member of training; participating on county task forces and performing other responsibilities as assigned.
26. Performs any and all other related duties as assigned.

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended period of time, and talk or hear. The employee is occasionally required to stand, walk and use hands to finger a standard computer keyboard, photocopier, telephone, and handling and filing written documents.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is performed in close proximity with co-workers in an open office space design with frequent interruptions

### **REQUIREMENTS AND SKILLS NEEDED FOR THE POSITION:**

- High school diploma or equivalent.
- Associates degree in accounting, finance, or office management desirable.
- Bookkeeping/accounting skills.
- Ability to use integrated financial accounting programs.
- Knowledge of and ability to use Microsoft software, including spreadsheet preparation.
- Ability to work with supervisory and other staff in a collaborative and effective manner.
- Excellent interpersonal and communication skills with colleagues, elected officials, supervisors, and the public.
- Ability and commitment to attend work on a regular basis.
- Ability to remain composed in meeting deadlines.
- Must be bondable.
- Available for occasional late afternoon and evening meetings.

### **EXPERIENCE:**

- One (1) year experience working on accounts receivable, payable, or bookkeeping position, preferably on the public or non-profit sector.

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**REPORTS TO:**

Treasurer

County Administrator as Appropriate

**SUPERVISES:**

None