

# Town of Northwood, NH

**POSITION: Finance Book-Keeper**  
**FLSA STATUS: Non-Exempt**

**DEPARTMENT: Town Hall**  
**REPORTS TO: Town Administrator**

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## **GENERAL SUMMARY**

Under direction of the Town Administrator and Finance Accountant, and in accordance with the statutes of applicable New Hampshire General Laws, performs administrative, and technical work in monitoring, directing a municipal accounting system, and in the management of all town procurement; workers' compensation/liability insurance duties; and all other related work as required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process payroll; inputs hours worked by employees into computer; process payroll checks and direct deposits; calls in payroll tax; prepares manifest for approval by the Board of Selectmen and Town Treasurer.
- Process accounts payable; enters invoices into computer; process checks for payment of invoices; prepares manifest for approval by Board of Selectmen.
- Prepares Invoices for Special Details worked by police officers; verifies special detail slips to officers' timesheets; bills companies that require the detail, track bills sent, and payment received.
- Maintains employee's personnel records; prepares paperwork for new employees; prepares and presents the employee's performance evaluations to the Town Administrator and Board of Selectmen for completion.
- Coordinates with the Town printing vendor and the Post Office for the printing and distribution of various Town Mailings.
- Maintains insurance records of current sub-contractors, maintains files, and requests completion of W-9's from vendors.
- Assists the Finance Accountant if requested with the filing of insurance claims and processing new employee documentation for third-party benefits providers.
- Corresponds with office visitors and answers telephone inquiries.
- Provides back-up support for the Finance Accountant, Town Administrator, and other departments as needed.
- Performs related work as required.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Associate's degree; with a major study in accounting or finance with 2 years of experience. Demonstrated experience in financial management accounting and fund management. Experience sufficient to thoroughly understand the diverse objectives and functions.

### **Knowledge, Skills and Abilities**

- An in-depth knowledge of town government organization, functions and relationships within a municipal organization, bookkeeping and accounting.
- A good working knowledge of Finance and Administration.

Finance Book-Keeper

- Ability to assemble, organize and present in written or oral form, statistical, financial or historical factual information.
- Ability to establish and maintain effective working relationships with other employees, representatives of other governmental agencies, professional agencies and the general public.
- Ability to recall events, data, and past actions as required to address current issues.
- Ability to handle stressful situations in a professional manner and meet mandatory deadlines.

**LICENSING AND CERTIFICATION**

None.

**TOOLS AND EQUIPMENT USED**

Computers, software, calculator, copier, fax machine, phone and other general office equipment.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

**WORK ENVIRONMENT**

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

Work is primarily performed in an office setting. Attendance at night meetings is required. Some travel to offsite locations may be required. Employee may be exposed to stress due to scope of position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved:    Date: \_\_\_\_\_

**BOARD OF SELECTMEN**

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Finance Book-Keeper