

TOWN OF BROOKLYN

JOB DESCRIPTION: ACCOUNTANT/FINANCE EXECUTIVE ASSISTANT

Responsibilities

- Daily/weekly accounting duties include:
 - Handle accounts payable functions including receive bills, enter requisitions, ensure bills are expensed to correct GL accounts, file bills, obtain quotes for goods and services, communicate with vendors
 - Handle the Town's payroll including time card entry, process weekly and monthly payrolls, pension checks, tax filings, deduction maintenance, payroll reporting, and employee communication
 - Prepare billing, post cash receipts
 - Prepare adjusting journal entries as needed to maintain the records on a modified-accrual basis
 - Answer questions and prepare reports as necessary
- Monthly/Quarterly accounting duties include:
 - Tax filings
 - Reconcile and adjust balance sheet accounts for all funds
 - Balance transactions between funds
 - Review the income statement for accuracy
 - Maintain the capital asset listings
 - Enter and maintain the budget for all funds
 - Prepare accurate and timely reports
- Annually accounting duties include:
 - Prepare the year end close
 - Work with the auditors and prepare any additional information they need
 - Assist with preparing the annual budget
- Other duties include:
 - Provide office management support in a fast-paced, multi-tasked environment
 - Maintain spreadsheet applications as needed for interim and long-range forecasting reports
 - Maintain filing system for general correspondence, special reports, financial records and grant awards
 - Provide other related office functions to maintain the integrity and efficiency of the Finance Department
 - Provide support to and act as back up for the Finance Director in their absence
 - Perform other related duties as required

Education and Training

- Bachelor's degree in accounting or related field preferred
- Five years of experience as an accountant or full-charge bookkeeper preferred

Skills, Knowledge and Abilities Required

- Ability to interact professionally with the public, Town officials and Town employees
- Excellent organizational skills
- Ability to multitask and complete multiple projects/assignments with tight deadlines
- Knowledge of accounting principles
- Knowledge of principles and practices of payroll preparation, including tax requirements
- Knowledge of basic municipal accounting principles
- Proficiency in Microsoft Office required; skills in computer software systems, spreadsheet applications, and the ability to learn accounting software required
- Ability to work independently and use judgment in handling confidential or sensitive matters
- Ability to follow complex oral and written instructions and directions
- Ability to work with a high degree of accuracy in recording and producing information and materials

To apply send resume and cover letter to Kathy Erickson, Town of Brooklyn, 69 S. Main St., Brooklyn CT 06234