

JOB DESCRIPTION

Bookkeeper/Treasurer & Secretary to the Board

Under general supervision, performs routine accounting and administrative tasks including but not limited to those involving accounts payable, accounts receivable, general ledger, and payroll. The bookkeeper must ensure the integrity of the organization's accounting, and payroll information and supports the continuous improvement of efficiency, productivity and accuracy within all finance processes. Employee will be cross trained to support other functions of the office as needed.

Secretary to the Board:

- Takes minutes of board of commissioners' meetings, types minutes for presentation at the next board meeting, and keeps in order for future reference.
- Posts notices of special meetings or meeting changes.
- Keep track of Commissioner's terms and reappointments.
- Notary public.

Bookkeeper/Secretary:

- Supply new hires with appropriate documents.
- Responsible for necessary federal & state forms pertaining to payroll.
- Prepare weekly accounts payables including W-9 Forms and end of year 1099-MISC Tax Documents.
- Working with banks for opening/closing accounts including signing of checks.

General Ledger and Financial Statements:

- Responsible for all entries into general ledger to keep financial statements current to reflect activity of each month (this includes timely month end financials to the Director of Utilities). This includes working with auditors, completion of State of Connecticut Department of Public Utility Commission Fiscal Year Report, and Annual Electric Utility Reports Form EIA-861 for the United States Department of Energy, Energy Information Administration.

Operating and Maintenance of Fiscal Year Budgets of the Electric Division and Sewer Division (each done separately):

- This includes preparing State required bill notices for the sewer division informing the users of the date of the meeting that the budget will be presented and to inform them of the percent of user's fees being spent on Debt Service.

Property; Pension, Health; Life, Death & Sick Time Disability; and Worker's Compensation: Includes preparing forms and reports pertaining to insurances.

Special Assignments include (but not limited to)

- Quarterly State of Connecticut Gross Earning Tax Form UCT-212 EDC and Monthly State of Connecticut Sales and Use Tax Form OS-114.
- Annual Report for the United States Department of Agriculture, in accordance with Rural Development regulations.
- LoCIP documentation requests supplied to Borough Treasurer for her submittal to the State when needed.
- Any ad hoc work that the Director of Utilities needs performed.
- Customer Service work as needed.

The duties listed above are intended only as illustrative 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 or a logical assignment to the position.

Minimum Qualifications:

Associates degree in accounting preferred or business-related field with 3 years of accounting experience. Knowledge of accounting principles and techniques and the ability to apply these techniques to a variety of accounting transactions.

Proficient in QuickBooks and Microsoft office applications especially Excel and Word.

Must be discreet with confidential information.

Additionally, one year of experience with utility practices preferred. Must meet bonding requirements.