

CITY OF MARLBOROUGH

AUDITOR'S OFFICE FINANCE ASSISTANT

DEFINITION

Position is responsible for providing financial, record keeping and administrative support for the efficient operation of the Auditor's Office.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Analyzes and reconciles general ledger accounts monthly
- Accounts Receivable
- Accounts Payable
- Data entry of revenues, journal entries, encumbrances
- Prepare internal monthly reporting to City Departments
- Monitor and verify accounts, balances and transactions
- Carries out special projects and duties as assigned by the City Auditor
- Provides training on financial matters to other City Departments

SUPERVISION RECEIVED

Under general direction of the City Auditor, employee plans and prioritizes work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. The methods used in arriving at the end result are not usually reviewed in detail.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions and has substantial responsibility for technical soundness of subordinates' work.

ACCOUNTABILITY

The nature of work means that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work. Errors are generally confined to a single department, such as billing or accounting errors and/or failure to check a subordinate's performance.

JUDGMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations

COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation

CONFIDENTIALITY

Incumbent has access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

Bachelor's Degree in business administration, finance, accounting or related field preferred and three to five years of relevant work experience in an accounting or business setting or any equivalent combination of education and experience. Attend professional development classes held by the Massachusetts Municipal Auditors' & Accountants' Association on track to become a certified governmental accountant.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of accounting practices and budget processes; knowledge of office management principles and practices. Knowledge of municipal policies, programs, and department operations preferred. Must have working knowledge of Massachusetts General Laws and City By-Laws relating to municipal finance. Must have knowledge of office practices and procedures.

Abilities: Ability to efficiently operate computer systems and equipment; ability to communicate effectively with others orally or in writing, establish and maintain harmonious working relationships; ability to pay attention to detail, process workload efficiently and accurately, prepare technical reports; ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain confidential information; ability to use tact and diplomacy when dealing with co-workers, City officials and the public; Ability to work independently under pressure. Ability to effectively supervise employees.

Skills: Strong record keeping, bookkeeping, secretarial, organizational, oral and written communication and customer service skills.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills Visual demands require routinely reading documents for general understanding and analytical purposes; ability to use computer and other office equipment.