



### Introduction

The Town of Standish, population of about 10,836, has a Town Council form of government with a full-time Town Manager, operational department heads as well as staff reporting directly to them. The municipal facility is comfortable, modern, and inviting, constructed in 2001, and located at 175 Northeast Road (Route 35), Standish, ME 04084.

Work is performed under the supervision of the Finance Director. The Finance Assistant also interacts with other municipal departments, their staff and department heads as well as the general public especially in the areas of day to day activities, accounts payable and payroll issues. Treasury activity is consolidated in the clerk/taxation area. Daily cash up takes place each end of day after the municipal facility closes at 4:30PM, Monday through Thursday. The Finance Assistant plays an active role in end of day cash reconciliation comprised of all cash tender, coin, checks, e-checks and ACH (automated clearing house) activity via AndroGov, as well as debit, credit card activity. Under the supervision of the Finance Director, the Finance Assistant performs all processes of the cash up procedure along with the Deputy Finance Director.

### Nature of Work

The Finance Assistant is responsible for fiscal, clerical and accounting work in the maintenance and preparation of Town financial records.

An employee of this class is responsible for the performance of varied accounting and clerical assignments involving the application of bookkeeping skills for the town books and accounts. Work is performed under the supervision of the Finance Director and involves a considerable range of accounting, payroll and related processes and includes the operation of a computer and other business machines. The employee follows established procedures and regulations but must exercise judgment and initiative. Work is checked by observation, verification, internal controls, and through fiscal audits.

### Essential Duties and Responsibilities

- Processes and prepares payroll for Town; prepares payroll related reports such as FICA, state and federal withholding payments; maintains departmental records, maintains payroll tax tables in munis computer system and issues pay checks.
- Prepares quarterly reports for State Unemployment (941-ME), Federal and State Social Security (941 and Schedule B), and year end reports such as W2's, 1099's and W3/1096's.



# Town of Standish

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## Finance Assistant Detailed Job Description

- Oversees payroll aspect of Health Insurance and Employee Benefits in conjunction with the Town Manager's Assistant acting as liaison with participating employees (current and new) and benefit organizations while referring relevant information to the Finance Director for significant matters.
- Prepares and electronically files quarterly unemployment and workers comp reporting
- Performs nightly cash up procedure coordinating all clerks' money and prepares the daily cash report and bank deposits along with the Deputy Finance Director.
- Performs all aspects of Accounts Payable
- Posts journal entries to record various electronic payments for state agencies along with other vendors.
- Makes electronic payments to town retirement third party custodian, ICMA and MEPERS biweekly
- Tracks abandoned (monetary) property and pays to the state annually
- Bills neighboring towns quarterly for payment of dispatch services
- Receives and processes invoices for payment and purchase orders, prepares checks and maintains related records.
- Prepares and maintains files on all vendors doing business with the Town.
- Tracks capital payments for multiple years funded through general obligation bonds
- Produces 1099's at the end of the calendar year and reports to the Federal government the totals on Form 1096.
- Assist Finance Director with annual audit preparation (in applicable areas).
- Acts as backup to Deputy Finance Director in their absence on a limited basis.
- Assists Finance Director with other duties as assigned.



### Requirements of the Position:

- Knowledge of bookkeeping principles and procedures, particularly as applied to governmental accounting and computers.
- Knowledge of modern office practices, procedures and equipment.
- Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing account procedures.
- Ability to perform complex accounting work quickly and accurately.
- Ability to establish and maintain effective working relationships as well as deal courteously with other Town officials, department heads, staff employees and the public.
- The candidate should possess an Associates Degree in Accounting or Business Administration or equivalent experience.
- Experience with MUNIS municipal software would be beneficial and desired but not required.
- Should have goal to obtain Tax Collector and Treasurer's certification from the Maine State Tax Collectors' and Treasurers' Association if not attained already.
- Strong written and verbal communication skills.
- Ability to work closely with the Finance Director in areas of accounting, budgeting, tax collection and other project-based assignments.