**TOWN OF PRINCETON**

**ACCOUNTS PAYABLE/ADMINISTRATIVE ASSISTANT**

**DEFINITION**

Employee assists the Town Administator and either the Town Accountant or a contractual firm providing Town Accountant services in the processing of all departmental invoices and prepares warrants for review and approval by Select Board. Also provides administrative support to several Boards and/or Commissions.

**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.*

* Provides administrative and secretarial support for the Planning, Zoning, Conservation, BOS and DPW boards
* Reconciles total invoices to be paid to each departmental transmittal form and prepare batches for data entry. Review invoices submitted by Town departments on a weekly basis for dates within current fiscal year, checking that all information is accurate; investigates any discrepancies until reconciliation is complete.
* Processes all invoices to be paid on the bi-weekly warrant into software application used for the accounts payable system.
* Balances total warrant to total of batches entered.
* Provides backup support to Accounting Department and contractual Accountant service as needed. Scans all documents and sends to contractual service for review and verification by Accountant
* Creates departmental tranmit forms for Town Hall departments and DPW
* Provides customer service
* Prepares agendas and packets for all meetings
* Takes and prepares minutes of meetings for Planning Board and Select Board
* Provides follow up for items decided at meetings
* Responds to requests and inquiries from Board members
* Prepares Annual Report for information and graphic design
* Coordinate spublic hearings from advertising to posting and follow up
* Provides office coverage and coordination such as phone calls and mail
* Maintains accurate files
* Assist engineering firms and other individuals in getting on the agenda
* Advertise all necessary items
* Collects money for filings and advertising fees, and turn over to Treasurer/Collector
* Prepare Orders of Conditions
* Performs other related job duties as required.

**SUPERVISION RECEIVED**

Works under the general supervision of the Town Administrator and also works under guidance of contractual firm providing Town Accountant services. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

**JUDGMENT AND COMPLEXITY**

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, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations.

More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

**CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

**EDUCATION AND EXPERIENCE**

High School diploma or equivalent, and 1 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience.

**KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of relevant Massachusetts General Laws related to essential functions. Knowledge of basic accounting principles and prepare all departmental invoices for payment and maintain accurate vendor files. Knowledge of computerized accounting systems and word processing including spreadsheets, preferable Microsoft Excel

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with co-workers, town departments and outside vendors. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills: Strong communication skills, problem solving skills and customer service skills.

**WORK ENVIRONMENT**

The majority of work is performed in an office setting.

**PHYSICAL, MOTOR, AND VISUAL SKILLS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**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 require 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. Frequent computer use.