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Town of Shaftsbury

Municipal Offices at Cole Hall

PO Box 409

61 Buck Hill Road

Shaftsbury, VT 05262-0409

802 442 4038

Job Description Bookkeeper

Position is part time 8-10 hours per week

Knowledge, Skills, Abilities and Credentials Required

- Minimum two years' experience in an administrative role in either government or business environment.
- Above average competence in use of computer programs (Word Processing, Spreadsheet, Database, Internet & Email minimum requirement)
- Competence in operations of office equipment
- Good communication skills, customer service, organizational and administrative skills; ability to multi-task, and the ability to establish and maintain effective working relationship with town officials, employees, and the public.
- General knowledge of Vermont Town Government helpful;
- Shall demonstrate ability and willingness to learn and to apply oneself to the job at hand

Data entry: Recording financial transactions in the NEMRC system.

Accounts payable: Making sure invoices from suppliers are accurate and paid in a timely manner. Prepare edit lists, vendor maintenance, prepare warrants

Payroll: Calculating pay and deductions. Payroll input from approved time sheets and confirm receipt of input with Pay Data liaison. Prepare GL report and payroll coding for individuals.

VMERS payroll reporting. Review quarterly tax reports, reconcile for W-2 and 1099 issuance, update W-4, insurance certificates, W-9, prepare for Workman's Comp Audits.

Reporting

This position reports to and is supervised by the Town Administrator. There are no employees who report to the Bookkeeper.

Working Conditions

- This position works primarily in an office environment
- Employee must be able to lift items up to 25 pounds.
- Employee must be able to walk up and down stairs.
- Normal working hours will be during the standard work week.

Disclaimer

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled. This document shall not be construed as an employment contract or agreement. All Town employees are considered employees at-will.

Applicants

Interested candidates should send resume and letter of interest identifying 3 professional references to: administrator@shaftsburyvt.gov or David Kiernan, Town Administrator, P.O. Box 409 Shaftsbury VT, 05262.

Shaftsbury is an equal opportunity employer.