

TOWN OF MANCHESTER
POSITION GUIDE

Title: Account Associate
Department: Various
Reports To: Various

NATURE OF WORK

Under direction performs a variety of accounting tasks, including maintenance of accounts and preparation of reports. Performs accounting duties of moderate complexity.

ESSENTIAL JOB FUNCTIONS

Performs various clerical, accounting and recordkeeping tasks.

May prepare various reports, receive cash, process payments and post journal entries.

Verifies accuracy, completeness and consistency of accounting information.

Prepares and types general correspondence, automated and/or hand billing and vouchers.

Maintains record of customer accounts and analyzes and prepares summary reports.

Enters and retrieves data from computer; may input payroll.

OTHER JOB FUNCTIONS

May provide information to public regarding departmental programs and answers telephone inquiries.

May receive monies of significant proportion from the public.

May record property transfers, process certificates and apply statutory exemptions.

Records disbursements, expenses and other payments, if applicable.

Performs other duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic clerical, billing and recordkeeping procedures.

Ability to use various office machines including computers.

Ability to type and perform word processing.

Ability to review work of others.

Ability to exercise good interpersonal skills with the public in dealing with pressure/emotional issues.

Ability to establish and maintain effective working relationships with other employees and the public.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile and able to push and pull objects less than 20 pounds. Able to sit for prolonged periods. Able to perform manipulative tasks such as writing, collating, using a calculator, and skills which require hand-eye coordination such as using a typewriter and computer.

Must be able to see objects closely, as in typing or reading a document. Able to hear normal sounds with background noise, distinguish voice patterns, and communicate through speech, as in using a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts..

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or equivalent plus two (2) years of experience in basic accounting, clerical and recordkeeping experience.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.