

TOWN OF TRUMBULL
ACCOUNTING ASSISTANT

WAGE GROUP F

General Statement of Duties:

1. Proficiency with computer software, including but not limited to Word and Excel, financial software.
2. Works independently
3. Independently prepares correspondence and reports
4. Performs responsible and difficult tasks involving independent judgment and personal initiative.
5. Assists in preparation and monitoring of departmental budgets/accounts and reports.
6. May act as administrative liaison with internal or external sources
7. Performs financial and statistical record keeping, reconciles accounts, maintains account balances for expense accounts and invoices for reimbursement
8. Handles cash for departments and makes bank deposits.
9. Attends and keeps minutes of meetings as required by department.
10. Programs phone system and maintains voice mail services.
11. Maintains and Process Departmental Payroll/Attendance
12. Will be cross-trained and will assist in training others as determined by departmental need.
13. Maintains confidentiality required by the office.
14. Maintains departmental office supplies
15. Provides related work as assigned

Departmental Specifics:

1. Monitoring of various Grants including applications and reporting.
2. Acts as Liaison with the State for raffle/bingo applications
3. Process background checks, approvals, issues Vendor Licenses for Town.
4. May Issue security IDs for all Town employees

Supervision Received: Works under the direction of the Chief of Police or his/her designee

Supervision Exercised: none

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and / or record keeping
2. Strong computer skills with an emphasis on Word, Excel and Outlook
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details

Experience and Training:

1. Graduation from high school or GED.
2. Five years of fiscal management accounting experience in office setting with public contact.