



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

ulysses.ny.us

Town Supervisor (607) 387-5767, Ext 232 supervisor@ulysses.ny.us
Town Clerk (607) 387-5767, Ext 221 clerk@ulysses.ny.us

BOOKKEEPER **JOB DESCRIPTION**

The person in this position works directly under the Town Supervisor in a highly collaborative small-team environment. The Town of Ulysses cultivates a work environment with the goal of courteously and efficiently serving Ulysses residents.

DISTINGUISHING FEATURES OF THE POSITION:

This position will provide overall administrative support to the Town Supervisor, primarily in bookkeeping, but also accounting and a broad range of other responsibilities. The incumbent is appointed by the Town Supervisor. Key duties include managing many functions related to day-to-day operations of the Town Supervisor's Office, primarily financial and human resource management related functions. There is an additional work load during the budget season, annually from August to October; the successful candidate is expected to play a key role in annual budget preparation.

TYPICAL WORK ACTIVITIES:

Accounting and financial management duties:

- Consolidate incoming cash and checks from various departments and other sources; prepare the daily deposit; prepare and maintain related receipts and records.
- Using Williamson accounting software, prepare regular monthly vouchers for audit of abstract and coordinate annual payments. Print checks for payment. Record pertinent information on all approved vouchers.
- Process requisitions and prepare purchase orders when required by the Town's Purchasing Policy.
- Interface with bank(s) to manage cash flow, and all accounts.
- Balance and reconcile bank accounts, perform monthly close out processes.
- Prepare, print, and distribute various financial reports as required by New York State law.
- Track and make debt payments.
- Assistance in CHIPs funding submission to the state for Highway funding.
- Assistance and collaboration with the Town Clerks' office to conduct Water District bookkeeping and accounting.
- Administration of all Town insurance policies: employee and retiree health insurance payments, general insurance, workers comp insurance, disability insurance.
- Participate in bidding process as indicated by the Procurement Policy.
- Provide support to the Supervisor's Office throughout the annual budget preparation process including fund balance analysis and calculation as well as preparation of a variety of internally developed worksheets.
- Provide support and guidance to Department Heads and the Town Board on budget related issues.

- Input budget information into municipal budget software.
- Monitor and audit budgetary activities for all departments; prepare budget modifications.
- Complete year-end processing and file the Annual Update Document (AUD) with the State Comptroller's Office.
- Process and file 1096 and 1099's at year-end.

This position requires use of Williamson accounting software as well as a high level of familiarity with municipal fund accounting and fund balance analysis. Experience with fund accounting in a consolidated bank account is helpful.

Perform payroll related duties:

- Coordinate paperwork for and processing of payroll, including payroll for the Youth Employment Program. Execute or oversee all phases of payroll from calculating hours and deductions, tracking paid time off benefits, collecting and updating required employee paperwork. Prepare or oversee a variety of reports associated with the payroll including overtime reports, earnings reports, and monthly Employee Retirement System (ERS) reporting.
- Maintain files of employee benefit usage/accruals, monitor usage and inform supervisor of any problems with usage.
- Prepare quarterly wage and tax reports. Prepare all documentation related to annual workers' compensation audit in accordance with insurance requirements.

Perform a variety of human resource management functions in support of Town operations including, but not limited to the following:

- **Employee Benefits:** Coordinate the administration of employee and retiree benefit programs, including medical insurance, NYS retirement, NYS deferred compensation program, workers' compensation, unemployment, etc. Coordinate meetings and information exchange with representatives from insurance providers and deferred compensation plans. Provide employees and retirees with benefit related information, which may include researching and resolving questions/issues. Related invoicing and communications with retirees regarding benefits.
- **Personnel Policy:** Administer the Town of Ulysses Personnel Policy as it relates to HR and accounting, including conducting necessary research to assist the Town Board in creating and/or revising policies and procedures. Routine analysis, and related communication, of existing policy as it relates to implementation with day to day operations. Work with the Town Clerk's office to update the Personnel Policy and distribute updates, with signed acknowledgement, to all employees.
- **Job Descriptions:** Assist the Town Board and Department Heads as necessary with the development of new job descriptions or the updating of existing ones. Update the Job Description Manual and Index accordingly and distribute job descriptions, with signed acknowledgement, to appropriate parties.
- **Personnel Files:** Maintain confidential personnel files and related records in accordance with Town policy, federal/state regulations and guidelines.
- **Recruitment and Hiring:** Assist in recruitment and hiring activities in accordance with existing Town policies and civil service regulations.
- **New Employee Orientation:** Coordinate and oversee orientation to employees with regard to personnel policies and procedures and benefits review. Issue the Personnel Policy, with signed acknowledgement, to new employees and review pertinent sections thereof.
- **Civil Service Administration:** Serve as liaison with Tompkins County regarding civil service matters, including payroll certification, personnel change forms, creation or reclassification of positions.
- **Drug Testing:** Schedule random drug testing for the Highway Department employees and schedule drug test for new employees. Contact person for all drug test related questions and calls from the lab.

Perform administrative support duties:

- Assist the Supervisor’s Office in responding to requests from members of the community or others.
- Perform a variety of administrative duties such as developing and typing correspondence/spreadsheets/documents, keeping the Supervisor informed of office activities. Process Supervisor’s incoming mail.
- Interface with officials such as the Town Engineer, Town Attorney, and other parties such as bank representatives, insurance representatives, union representatives, various committee and board members, and members of the public for the purpose of transacting the business of the Town Supervisor’s Office.

SUGGESTED MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered four-year College with a Bachelor’s degree in Accounting, Finance, Business Administration, or related field; OR
- b) Graduation from a regionally accredited or New York State registered two-year college with an Associate’s degree in Accounting, Finance, Business Administration, or related field **AND** two years of full time paid (or the equivalent part-time and or volunteer) experience in preparing and maintaining financial accounts and records, which must have involved preparation of financial statements; OR
- c) Graduation from High School or a High School equivalency diploma **AND** completion of 11-12 credits of accounting and/or finance from a regionally accredited or New York State registered college or university **AND** 6 years of full time paid (or the equivalent part-time and/or volunteer) experience in preparing and maintaining financial account and records, which must have involved preparation of financial statements; OR
- d) Any combination of training and experience equal to or greater than that described in a), b), or c) above.

DESIRED SKILL SET SOUGHT:

The Town of Ulysses is seeking a Bookkeeper whose skill set will complement the professional environment of our small team. Excellent communication skills, flexibility, and a high capacity for concentration on detailed administrative projects is required; as well as mastery of standard software including Microsoft Excel. Experience with municipal accounting is preferred.

APPLICATION DETAILS

Deadline: Friday September 20, or until suitable candidate is found.

Hours: 20 to 40 depending on mutually agreed upon scope of responsibilities

Pay: Base hourly equivalent at least \$21/hour, depending on experience and skills.

Benefits: This position is eligible for the NYS Retirement System. Health Insurance with employee contribution and paid time off benefits are provided based on number of hours worked.

Application Submission: A cover letter and resume are required. Please send as a single PDF to michelle@ulysses.ny.us; questions regarding this position should be directed via email.