

JOB DESCRIPTION

ACCOUNTING ADMINISTRATOR

Immediate Supervisor:

Town Administrator

Classification:

Full-time

I. DUTIES

A. ACCOUNTING

1. General accounting.

- Maintain all general ledger aspects of accounting tasks and software, including general ledger, receipts, disbursements, checkbooks, and bank reconciliations.
- Assist with annual audit done by CPA firm, and other required audits.
- Monitor General Fund cash position, facilitate bank transfers for Treasurer.
- Balance checks written, alternative claims.
- Process sales tax returns, annual exemptions.
- Track and report State aids.
- Process fuel purchases, track use and levels.
- Compile and process hauling reports.
- Maintain list of fixed assets.
- Track purchase orders, credit card purchases, sales tax exemptions.
- Monitor sales of Town property.
- Monitor swipe cards used on Madeline Island Ferry Line, recharge cards, process reports.
- Balance activities in Madeline Island Chamber of Commerce fund.

2. Budgeting.

- Monitor and update budget as established by Town Board; enter revenues and expenditures; prepare budget amendments as needed.
- Prepare monthly budget reports for use by departments and Town committees.
- Annually, set up budget spreadsheets for use by departments in preparing budget proposals. Assist department heads in preparing annual budget proposals, including identifying internal billing costs for use of Town labor and equipment.
- Work with Town Administrator to prepare general government and overall budget proposal.
- After Town Board approval, set up yearly budget amounts, reports, and categories as needed.
- Work with Clerk to prepare and file Department of Revenue forms, including for levy limit, ERPS, Municipal Payment for Services.

3. Disbursements.

- Prepare and process vouchers for Town Board in advance of each regular meeting.
- Process checks after Town Board meetings for signature and issue.

- Ensure timely payments through alternative claims process for date-sensitive vendors.
- Prepare monthly alternative claims reports.
- Track statements, missing invoices, prepaids
- Approve direct deposit of payroll; collaborate with Payroll Coordinator on other tasks
- Process raffle payouts if necessary.

4. Taxes.

- Assist Treasurer with tax roll collections, accommodation tax collections, special assessments, calculations, and outstanding payments.
- Process county property-tax exemptions, including general and library exemptions.

5. Billings.

- Compile and submit quarterly Ashland County billings, including County H and Zoning.
- Prepare and process miscellaneous accounts receivable billings.
- Verify Ambulance billing system reports.

6. Grants.

- Administer financial aspects of grants once awarded, including billing for reimbursement.
- Track grant expenditures and revenues for reporting and audits.

7. Insurances.

- Prepare annual workers compensation policy audit.
- Track claims, and policy additions, deletions, and changes.

8. Purchasing and subcontractors.

- Track contracts, financial conditions, annual reporting if necessary.
- Monitor paperwork status –W-9, 9-point tests, 1099s.
- Administer tax exemptions, credit applications.

B. TOWN BOARD

1. Prepare monthly written report to include a review of work completed or in progress since previous report, scheduled work, and project updates.
2. Prepare monthly financial reports on budget, designated funds, checkbook balances and reconciliations, receipts, and checks written.
3. Draft budget amendments and compensation resolutions as needed or as directed.
4. Answer questions about budget revenue, expenditures, balances, and projections as needed.

C. OTHER TOWN DEPARTMENTS

1. Assist department heads as needed with questions about budget line items, designated funds, and possibilities for shifting funds among categories.
2. Prepare monthly financial reports on budget and designated funds for Madeline Island Public Library Board, Harbor Commission, and Winter Transportation Committee.

3. Prepare and process vouchers in advance of Library Board, Harbor Commission, and Winter Transportation Committee meetings.
4. Track hours dedicated to Library Board and Harbor Commission work; bill as authorized by Town Board.

D. MISCELLANEOUS

1. Work is performed under the administrative supervision and directives of the Town Board, Town Administrator, Town Clerk, and Town Treasurer. Carry out directives and report any difficulties encountered promptly to the Town Administrator.
2. Assist other Town staff and volunteers to help achieve department goals.
3. Share clerical duties (phones, mail, copies, etc.) as needed.
4. Deal with the public in a helpful, courteous, and professional manner.
5. Propose appropriate seminars, workshops and training opportunities that relate to Town business/laws/regulations.
6. Assist with records management.
7. Process Town vehicle titles, insurance.
8. Serve as a Notary Public (if desired).
9. Other duties as assigned.

II. QUALIFICATIONS

A. EDUCATION AND TRAINING

1. High school diploma or equivalent, 2-year accounting degree or equivalent experience, or an equivalent combination of education, training, and experience to demonstrate the knowledge, abilities and skills necessary to perform the job satisfactorily.

B. KNOWLEDGE

1. Proficiency with double-entry accounting principles and software required.
2. Proficiency with Windows operating systems and Microsoft Office applications, especially Excel, Outlook, and Word required.
3. Knowledge of and experience in accrual accounting, public finance, municipal accounting and budgeting, and Workhorse software preferred.

D. SKILLS AND ABILITIES

1. Excellent time management and attention to detail, ability to overcome frequent distractions.
2. Work under own initiative; adjust and prioritize work responsibilities.
3. Communicate effectively in person, through email, and on the phone.
4. Work constructively to identify problems and create solutions.
5. Coordinate activities with other office staff; work well in a small office setting.
6. Work at a desk, use a desktop computer for extended periods of time.
7. Demonstrate integrity and common sense; pass a background check; be bondable.