

## TOWN OF BRISTOL

**JOB TITLE:** Human Resources Officer / Finance Assistant

**2024**

**DEPARTMENT:** Executive

**STATUS:** Full-Time, Non-Exempt, Non-Essential Functions

**LABOR GRADE:** 12

**JOB SUMMARY:** Provides a full range of complex administrative, financial, and technical support duties as the Human Resources Office and for the Finance Officer.

### **MAJOR DUTIES:**

#### Personnel:

- Reviews monthly and quarterly payroll reports.
- Coordinating the preparation of all quarterly IRS, wage, and 941 reports, as well as the Town's yearly W-2's , 1099's, ACA, and FSA forms.
- Acting as a resource for and assisting the Town Administrator and the Select Board in the administration of personnel policies and procedures.
- Assuring that all personnel matters, including the Town's personnel benefit programs, payroll, worker's compensation, FICA, FLSA, ADA, and unemployment matters are properly administered in coordination with the Town Administrator's Office.

#### Risk Management:

- Assisting the Town Administrator in the administration of the Town's health, life, and disability insurances; researching employee benefit options and submitting recommendations to the Town Administrator. Maintaining Town insurances for buildings, vehicles, equipment, and liability, including additions, deletions, and evaluation of rates.

#### Other Annual Functions:

- Preparation of payroll data necessary for Workers' Compensation yearly audit as per classification schedules, reporting of gross wages, and all other required information to reconcile to Town IRS reports, third party payer, tax deferrals, etc. Also, review of audit completed by Workers' Compensation to ensure correct premium per Town's actual records.

#### General:

- Maintaining an appropriate level of confidentiality regarding records of the Town and personnel matters.

#### Other Financial and Human Resources Functions:

- Assists with coordination of the payroll process under the direction of the Finance Officer.
- Maintains and inputs accrual and new hire information into payroll system and contact lists.
- Onboarding activities include new hire paperwork, setting up training videos and health insurance and retirement system accounts.
- Processes all facets of weekly accounts payable.
- Creates year end vendor 1099's, uploads NHRS information and coordinates with MTS any other payroll functions, under the direction of the Finance Officer.
- Accounts receivable functions including invoicing, as needed.
- Manages and makes recommendations that enhance customer service and operations, related to various programs that provide multiple payment platforms and credit card activities under the direction of the Finance Officer.
- Assists in the annual independent audit overseeing completion and coordinating reports, records, and activities under the direction of the Finance Officer.
- Collects Town Revenue and submits for deposit as required by State Statute and Town policy. Maintains spreadsheet to track these deposits.
- Prepares yearly Workers Compensation and Property & Liability Self-Assessments.
- Answer employee inquiries on insurance, payroll, and other issues under the direction of the Finance Officer.

#### Administrative Functions:

- Conducts all aspects of non-profit funding requests, under the direction of the Finance Officer.
- Answers telephone calls to Town Office and screens calls for Finance Officer, Town Administrator and Select Board.
- Receives and screens visitors to the Town Administrator's Office and Select Board.
- Aids and provides direction to the public, employees, and Town Officials.

Select Board Support:

- Prepares weekly AP Manifests. Submit to Town Administrator for submission with meeting materials or for Select Board approval if no meeting scheduled.

Other Duties:

- As Wellness Coordinator, conducts wellness programs and informs employees on wellness information and incentives.
- Any other duties as assigned by Finance Officer or Town Administrator.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

- Knowledge of the applicable laws and administrative policies governing municipal finance practices and procedures.
- Knowledge of accounting principles, practices, and procedures.
- Ability to read financial statements.
- Knowledge of general Town operations and organization.
- Ability to work independently, assess priorities and manage multiple tasks concurrently.
- Strong communication and interpersonal skills.
- Ability to deal with public relations problems courteously and tactfully.
- Working knowledge of office practices and procedures and modern office equipment.
- Extensive general knowledge of computer systems and applicable software.

**GUIDELINES:** Procedures for doing the work have been established and several specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**COMPLEXITY:** The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

**SCOPE AND EFFECT:** The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical, and economic well-being of persons.

**PERSONAL CONTACTS:** The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted are engaged in different functions, missions, and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's workplace; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

**PURPOSE OF CONTACTS:** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have cooperative attitudes.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is lighted, heated, and ventilated.

**MINIMUM QUALIFICATIONS:** Knowledge and level of competency usually associated with completion of an Associate's degree or greater with course work in business, accounting, office management, human resources, and/or computer skills.

Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with three to five years of experience in municipal government or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Human Resource Officer / Finance Assistant job description approved by Select Board, March 7, 2024.

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Shaun Lagueux

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Scott Sanschagrin

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Les Dion

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Rob Glassett

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Carroll Brown, Jr.