



**NOTICE OF VACANCY
October 28, 2015**

POSITION: Financial Coordinator

DEPARTMENT: Human Resources

SALARY: M-4 \$45,948

HOURS: Monday – Friday 8:30 am – 5:00 pm 37.5 hours weekly

Position Purpose:

Position is responsible for the performance of varied financial and clerical assignments involving the application of financial skills including budget analysis, payables and receivables, and related processes and includes the operation of a computer and other business machines.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists with preparation and development of the Division annual budget.
- Monitors Division Budget, compile quarterly reports and prepare budget transfers for all functional areas of division.
- Prepares quarterly reports and conducts financial analysis of Division budgets, including Human Resources, Veterans, Unemployment, Workers' Compensation and Benefits.
- Assist with preparation and procedures of fiscal year end, including outstanding invoices.
- Prepares and processes Division invoices, including requesting vendor ID numbers, generating requisitions, matching invoices to statements and purchase orders.
- Administers the employee/retire benefit direct pay monthly billing program in accordance with Town policy including:
 - a. Monitors employees and retirees unpaid statutes due to unpaid leave of absences, workers compensation and retirement and enrolls them in Direct Pay Billing program if eligible.
 - b. Creates and maintains general billing database for Direct Pay Billing program participants.
 - c. Generates monthly invoices for Direct Pay billing through municipal financial software system and oversees the mailing of generated invoices.
 - d. Tracks Direct Pay payments received by collector and works with delinquent accounts by setting up payment plans or terminating benefits.
 - e. Creates monthly reports of Direct Pay program activity for Accounting and Collector departments.
 - f. Performs monthly and yearly audits of Direct Pay records.

- Prepares monthly bills of the Town's portion of benefits premiums of Town and School employees paid under a variety of state and federal grants.
- Tracks benefits payments made from grant accounts and ensures the transfer is made properly into Town fund accounts.
- Performs audits of the grant billing database.
- Prepares HR Division (including Veterans) weekly payroll, tracks and records attendance and paid time off.
- Input information into the accounting system with accuracy
- Ensure timely payment of invoices
- Assist with workers' comp bills and payroll.
- Assist with workers compensation information and works with medical facilities regards billing issues.
- Performs manual audits of employee benefit records and implements changes as needed
- Prepares and processes all department payment deposits.

Recommended Minimum Qualifications:

Education and Experience:

Associate's Degree in accounting or finance from a four year college with three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Bachelor's Degree preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge of office procedures, accounting, payroll, accounts payable, and purchasing. Knowledge of Microsoft Office, Kronos payroll and MUNIS.

Ability: Ability to establish and maintain working relationships with individuals, organizations and departments. Ability of independent judgment, initiative and decision-making. Ability to communicate effectively. Ability to perform multiple tasks in a timely and accurate manner. Ability to maintain confidential information and to respond quickly to unexpected project with short deadlines or changes in important procedures Ability to operate standard office equipment.

Skill: Excellent organizational skills. Effective customer service skills. Excellent written and verbal communication skills. Proficient computer skills and accounting skills; interpersonal and problem-solving skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May occasionally move objects weighing up to 10 pounds. Must be able to communicate effectively in writing and orally.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative.

Supervision Received: Work is performed under the supervision of the Director of Administration and Finance.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; the noise level moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
- Employee has frequent contact with the general public, and town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to department-related confidential information, including payroll and the Town's financial records.
- Errors could result in delay of service and financial ramifications.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.