

<b>Position Title:</b>	Finance Assistant	<b>Grade Level:</b>	Non-Union
<b>Department</b>	Finance	<b>Date:</b>	Sept. 2023
<b>Reports to:</b>	Finance Director/Treasurer	<b>FLSA Status</b>	Non-Exempt

## Town of Eliot, Maine- Job Description

### Cash Management

1. Process and deposit previous day's cash receipts
2. Enter cash receipts into financial software.
3. Enter online payment transactions into financial software.

### Weekly A/P Processing

1. Collection and entry of invoices into financial software for payment
2. Filing invoices and A/P documents
3. Mailing payments

### Monthly Reconciliations

1. Process cash account and G/L monthly statements
2. Match transactions and record discrepancies for treasurer review

### As Needed

1. Filing
2. Scanning
3. Mail distribution
4. Vendor database management – updates, deletions, W-9's
5. Other applicable projects related to filing/bookkeeping/data entry as appropriate/needed.

### Skills

1. Intermediate computer & internet skills
2. Familiarity with Microsoft Excel & Word
3. Organized
4. Attention to details.
5. Ability to learn new software, specifically financial software.