




TOWN OF GRANBY

MEMORANDUM

DATE: December 31, 2024

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Finance Department Job Description (One) Approval

One of the projects the Town continues to work on is the update of job descriptions, as necessary, to reflect new job responsibilities, or to bring the job descriptions into better compliance with current labor law.

Over the last few months, the Board of Selectmen have approved amended job descriptions for the GMEA and Public Works Unions as some of the bargaining unit positions were directly impacted by the reorganization of departments. Additionally, at the last meeting, this Board approved five Finance related job descriptions.

Today we ask for your approval of one attached job description covering the duties performed by the Senior Accountant within the Finance Department of the Town of Granby. Krista Shaffer, the Town's Human Resources Director, and Kimi Cheng, the Town's Finance Director, have worked cooperatively to amend this job description to better represent the work done within the Finance Department today.

As it relates to the attached job descriptions, Charter Section 9-1 establishes the Merit System with Charter Section 9-2 establishing the Classified Service, including the creation of job descriptions. Per the Charter, job descriptions are then approved by the Board of Selectmen.

Accordingly, I respectfully request the following motion be approved to allow this job description to be officially accepted by the Board of Selectmen.

Proposed Motion:

I move that the Board of Selectmen approve the attached job description of the Senior Accountant for the Finance Department as presented in the December 31, 2024, memo from the Town Manager.



TOWN OF GRANBY

SENIOR ACCOUNTANT

POSITION SUMMARY:

Prepares payroll information of a confidential nature for all Town employees and retirees, maintains fringe benefits information and reviews and posts Accounting Clerk I and/or Accounting Clerk II work in the accounting system.

SUPERVISION RECEIVED:

Receives supervision from the Director of Finance.

ESSENTIAL JOB FUNCTIONS:

Receives oral or written instructions from supervisor. Plans and organizes work according to established office procedures.

Performs routine calculating, posting, and verification of data to obtain primary financial information for use in maintaining a payroll control system. Review systems and processing to suggest, test, and implement improvements to contribute to the efficiency and effectiveness of payroll processing.

Maintains employee leave and attendance records. Maintains employee time and attendance reports, rectifying any discrepancies that may occur and enforcing policies and rules on the use of time.

Coordinates employee and retiree benefit programs. Prepares and maintains employee information related to health benefits, Defined Benefit Pension, Deferred Compensation plans, Defined Contribution plans, and other insurance programs.

Pays employees by calculating pay and deductions; issues checks and direct deposit advices. Maintains payroll information by collecting, calculating and entering data. Regularly updates payroll to reflect individual and group changes. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, job titles and employee transfers.

Prepares reports on earnings, taxes, deductions, leave, disability and nontaxable wages.

Responds to inquiries from other town departments, the general public, State of Federal officials, banks, and other outside agencies.

Informs supervisor for the need for changes in policies and procedures when needed.

Prepares all monthly, quarterly, and annual reports for Federal and State agencies. Prepares W-2, 1099R, 1095 and other related payroll and insurance reports and statements.

Notifies employees and retirees of changes to benefit plans and premiums; Corresponds with employees and retirees and the organizations administering benefits.

Assists other departments with payroll inquiries.

Coordinates with worker compensation insurance carrier to complete annual worker compensation audit.

Assists Accounting Clerk II with bank reconciliation, and reviews monthly bank reconciliation.

Reviews and posts cash receipts to accounting system.

Reviews and processes invoices, issues accounts payable checks, and posts accounts payable transactions in the accounting system.

Performs other accounting and purchasing responsibilities in the absence of other staff members.

Examines and reconciles transactions in various funds regularly for accuracy.

Reconciles interfund transactions with the Board of Education and enters all necessary entries as needed.

Prepares year-end adjusting entries in the preparation of the annual audit.

Oversees the day-to-day operations in the Finance Department to ensure financial transactions are recorded in a timely manner.

Trains Accounting Clerk I and/or Accounting Clerk II.

Completes special projects and other related work as required.

QUALIFICATIONS:

The skills and knowledge required would generally be acquired with a minimum of an associate's degree in accounting, finance, business management, or related field, with five years of experience in accounting or finance field.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices utilized in payroll operations.

Knowledge of intermediate accounting, bookkeeping, payroll and record-keeping procedures.

Proficient in Microsoft Office products; intermediate/advanced Excel skills.

Knowledge and to use financial and payroll software packages. Infinite Visions experience preferred.

Ability to prepare statistical reports.

Ability to maintain files and records with a high degree of accuracy.

Ability to interact and effectively communicate with other employees, retirees, vendors, state, federal, and banking officials, the general public, and other outside agencies.

Ability to meet deadlines.

PHYSICAL AND MENTAL 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. While performing the duties of this job, the employee is regularly required to use hands to handle, feel and operate office equipment, or controls and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to walk; talk or hear; sit; and smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision