



# TOWN OF HUDSON

## Finance Department

12 SCHOOL ST. HUDSON, NEW HAMPSHIRE 03051 (603) 886-6000

---



### Senior Accounting Clerk

#### **Job Summary**

Performs a variety of routine and complex clerical, administrative and technical work in the administration of Accounts Payable, Payroll and Office Management.

#### **Supervision Received**

Reports to the Finance Director and receives direct supervision from the Town Accountant.

#### **Examples of Duties**

Process weekly payroll checks and related reports.  
Prepare weekly accounts payable manifests.  
Maintains and updates the vendor database with all account information.  
Serve as internal contact to vendors and employees for payroll items.  
Make daily bank deposits.  
Process and distribute Finance petty cash.  
Purchase order processing, posting and reconciliation of encumbrances.  
Filing of related financial documents.  
Prepares files and reconciliations for annual audit.  
Mailroom administrator including copier and postage machines.  
Clerical assistance to the Finance Director.  
Perform other duties as assigned.

#### **Knowledge, Skills and Abilities Required**

Knowledge of accounting principles and practices. Experience with Microsoft office. Experience in using office equipment required. Knowledge of department rules, regulations, standard operating procedures, directive and written policies as they relate to the duties and responsibilities of the position. Ability to communicate effectively in oral and written form. Understand the requirements of working with confidential matters.

#### **Minimum Qualifications Required**

High School graduate (or certified equivalency) with a minimum of 5 years related experience, or a combined aggregate of related training, experience, and education. Possess excellent oral and written communications, human relations, and organizational skills. Must pass a criminal background check.