

*Town of Atkinson  
Board of Selectmen  
Special Meeting Minutes  
October 8, 2014*

**W. Baldwin returned to the Special Meeting of Wednesday October 8, 2014 at 7:31pm in the Atkinson Town Hall.**

**Members Present:**

W. Baldwin, Chairman  
P. Consentino  
H. Morse

**Others Present:**

Bill Innes, Town Administrator

**JOB SUMMARY:** The Town Accountant performs detailed accounting and financial transactions on a daily basis and is responsible for processing and maintaining payroll, account payable and accounts receivable records maintained for the Town. The Town Accountant is also responsible for maintaining the general ledger system. The job includes budget support to departments and maintenance of insurance records and other activities closely associated with the bookkeeping function.

**MAJOR DUTIES:** The following is a list specific tasks intended to illustrate the duties and responsibilities of this position. It is not intended to be comprehensive or exhaustive and other duties and responsibilities may be added as the needs of the Town dictate.

- Maintain the Town's financial records including the General Ledger and subsidiary ledgers
- Maintain the master chart of accounts adding and deleting as appropriate to allow the preparation of meaningful financial reports.
- Process requests for payments of bills approved for payment through the accounts payable system preparing

manifests for approval by the Board of Selectmen and checks for execution by the Treasurer. Validate charge codes for proper classification of accounts. Maintain tickler systems to insure recurring payments such as debt service and the like are promptly paid.

- Maintain vendor records and files. Prepare annual reports of vendor payments (Form 1099's) for the Internal Revenue Service. Be contact with vendors to resolve accounts payable issues.
- Maintain records and files of bids taken and awarded. Keep prospective bidders lists.
- Prepare payroll manifests and checks from approved time sheets and other documentation for approval by Board of Selectmen and disbursement by the Treasurer. Prepare monthly, quarterly and annual reports for the Social Security Administration, the Internal Revenue Service, the New Hampshire Department of Labor, the New Hampshire State Retirement System and the Town's Unemployment Insurance and Workers Compensation Insurance carriers. Prepare manifests and checks for appropriate payments to agencies and for payroll deduction programs. Maintain retirement plan records and submit reports and payments as required.
- Maintain records for and support audits of Workers Compensation and Unemployment insurance programs.
- Prepare bills for services rendered by the Town.
- Reconcile records of the Town Clerk, Tax Collector and Treasurer to the General Ledger and prepare appropriate adjusting entries at least monthly. Maintain comprehensive

records to support reconciliations.

- Reconcile transactions between funds  
Assist Treasurer in monthly account reconciliation.
- Maintain files and records for the annual external audit
- Maintain records of the significant fixed assets of the Town together with supporting documentation for their costs in the General Fixed Assets Group of Accounts records.
- Prepare a monthly statement of expenditures versus budgets for all departments showing budgeted, year-to-date actual and year-to-date planned expenditures. Prepare similar revenue statements and balance sheets for the Board of Selectmen and the Budget Committee consolidating and adjusting reports to provide accurate and concise tools with which to assess the financial condition of the Town.
- Maintain the Town's property and liability insurance files. Coordinate claims and supply information to the insurance company's adjusters and claims personnel.
- Maintain the Town's workers compensation program. Receive reports of accidents and insure proper papers are submitted to appropriate state and insurance agencies.
- Complete data collection forms for the U.S. Census Bureau and the Department of Revenue Administration Maintain employee payroll files including authorizations for pay rate changes, sick day and vacation usage records, W-4 and I-9 forms properly executed.
- Reconciles treasurer's book to Fund Accounting as required
- Reconciles with Tax Collector's records

monthly

- Performs other related duties as required.
- Prepares payroll for Town employees; computes and prepares withholding tax, retirement payments, social security payments, and other deductions. Tracks payroll totals and employee sick and vacation time. Maintains payroll records. Prints necessary reports. Prepares all State and federal payroll reports.
- Processes required Federal and State financial forms.
- Handles all welfare reimbursement payments; maintains record of payments.
- Performs other related duties as required.

**H. Morse made a motion adjourn the Regular Meeting on Wednesday October 8, 2014 at 8:45 PM.  
Second: P. Consentino. 3/0/0.**

Respectfully Submitted,  
Bill Innes

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William Baldwin, Chair

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Phil Consentino

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Harold Morse