

**NEIGHBORS OF
WATERTOWN, INC.**

**A Neighborhood Preservation Company
Serving Watertown Since 1969**

Job Title: Fiscal Assistant -Accounts Payable

Classification: Full-Time, Non-Exempt

Reports to: Fiscal Manager

Date: Revised: June 2022

Summary/Objective

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities range from rental units to homeownership programs and owner-occupied housing rehabilitation. Bookkeeping includes a complex main set of books for NOWI plus eight smaller sets kept for the affiliated partnerships and other companies that NOWI manages.

This position is responsible for managing the company accounts payable and payroll process in a professional and knowledgeable manner. This position posts and processes the payment of invoices, ensuring the accuracy of the entire process. In addition, this position processes all payroll functions including entering new employees, wage, and hour information, voluntary and required payroll deductions.

Essential Functions

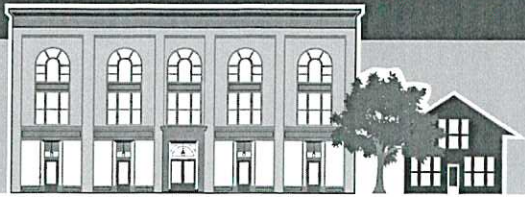
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Communicates all activities to the Fiscal Manager
2. Successfully manages all vendor responsibilities
3. Ensures all negotiated contracts are paid as agreed on
4. Manages and completes all projects as assigned
5. Maintains immaculate records for both accounts payable and payroll
6. Assists in hiring and onboarding process
7. Adhering to the set work schedule and all company policies.



The Housing & Redevelopment Store
112 Franklin Street, Watertown, NY 13601
Phone (315) 782-8497 Fax (315) 782-0102
www.neighborsofwatertown.com





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Competencies

1. Fiscal management
2. Project Management
3. Communication Proficiency
4. Technical Capacity
5. Collaboration Skills
6. Ethical Conduct
7. Thoroughness

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. with availability for some flexibility.

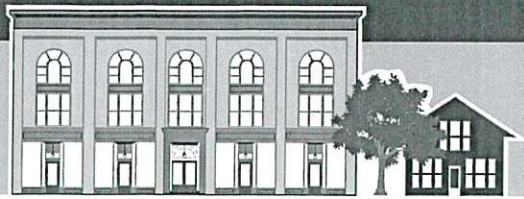
Travel

No travel is expected for this position.



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Preferred Education and Experience

1. Minimum of an Associate's Degree in Accounting with 2 years' experience in accounts payable and payroll
2. Proficiency using QuickBooks Accounting Software
3. Excellent organizational skills with attention to detail
4. Proficiency with Microsoft Excel and Word

Work Authorization/Security Clearance

The person in this position must have the ability to pass a thorough background check including a credit check.

AAP/EEO Statement


Neighbors of Watertown, Inc. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager  Date 6/1/2022

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____



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