

## Town of Holderness Bookkeeper/Human Resources Responsibilities

### Weekly

- Accounts Payable
  - Enter invoices into Quick Books (QB) and assign date of payment.
- Accounts Receivable
  - Enter deposits from Tax Collector, Town Clerk, Board of Selectmen, State, etc. into QB.
  - Administer Trust Account activity. Prepare and fax paperwork to the Trustee of the Trust Accounts-chairman to approve and forward to PDIP.
  - Respond to requests from town administrator, selectmen, department heads and Tax Collector as required.

### Bi-Weekly

- Payroll
  - Review time sheets for approval by Administrator
  - Enter time sheets into QB
  - Print checks and payroll register for Treasurer & BOS signatures; forward appropriate information to MVSb for direct deposit employees
  - Process payroll tax liabilities and associated reports
  - Process checks to employees
  - File paperwork
  - Process ICMA calculations and paperwork
- Accounts Payable
  - Process invoices due and generate checks and register for Treasurer & BOS signatures
  - Process checks for distributions and mailing
  - File paperwork
  - Prepare Cash Flow Statement for distribution to BOS, Treasurer, and Administrator

### Monthly

- NH Retirement System – enter payroll data into NHRS database and process paperwork
- Financial Report – generate monthly report for distribution to BOS, Administrator, and Department Heads
- Process bank reconciliation report for operating account after Treasurer completes reconciliation
- Reconcile Conservation Commission account and file paperwork
- Reconcile Trustee of Trust Fund accounts and file paperwork
- Process Trustees of Trust Fund PDIP account contributions and withdrawals

### Quarterly

- Prepare and process federal payroll tax reports
- Prepare and forward quarterly earnings report to Primex for unemployment insurance

### Annually

- Update medical and dental insurance rates for NH Retirement; prepare paperwork for insurance coverage for retirees and forward to NH Retirement
- Update medical and dental insurance rates and salary adjustments in QB; process information to employees
- Prepare Trust reports for school auditors as requested (August time frame).
- Prepare MS-9 report of Trust activity (due 9/1)
- Assist budget preparation as requested by the town administrator. Prepare budgets for the employee benefits accounts.
- Assist auditors with year-end audit as requested; prepare analysis for balance sheet accounts and other accounts as required.
- Prepare journal entries to record liability to Plymouth Regional and Holderness Central schools
- Prepare W-2s; process to employees and IRS
- Prepare 1099 Misc and 1099 Int; process to vendors and IRS

### On Going Duties

- Employee Handbook – update as required
- Employee Files –maintain per Primex standards and DOL laws and regulations
- Health Insurance Explanation of Benefits and Family & Medical Leave paperwork – process forms and track expenses
- NH & Federal Labor Regulations – stay apprised of regulations

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