Administrative Assistant / Bookkeeper

Job Description

Town of Surry, New Hampshire

Position Title	Administrative Assistant / Bookkeeper
Department	Select Board Office
Reports To	Select Board
Employment Status	Part-time, hourly, non-exempt
Normal Schedule	16 to 20 hours per week
Hiring Range	$22.00 to $27.00 per hour, depending on qualifications and experience
Benefits	This position is not eligible for Town-provided benefits.
Timekeeping	Buddy Punch electronic timekeeping system

Section 1 — Position Summary

The Administrative Assistant / Bookkeeper provides administrative, financial and records support to the Select Board. The position prepares and supports Select Board meetings; maintains the Town's accounts payable, payroll and bookkeeping records; coordinates required State filings, assessing administration, insurance and audit support; manages Select Board records and Right-to-Know requests; and serves as a primary point of public contact for the Town Office.

The position works with limited day-to-day supervision and is expected to identify and complete recurring responsibilities using established procedures and a maintained deadline calendar, and to follow assigned matters through to completion.

Section 2 — Reporting and Direction

- The position reports to the Select Board as a body.
- Direction, assignments and priorities are established by the Select Board, normally at a properly noticed public meeting, or by a Board member acting within authority the Board has delegated.
- When instructions from individual Board members conflict or are unclear, the employee brings the matter to the Select Board for direction rather than choosing between them.
- Day-to-day coordination with other Town officials (Town Clerk/Tax Collector, Treasurer, Building Inspector, Health Officer, assessing contractor) is part of the position, but those officials do not supervise the employee.

Section 3 — Essential Duties and Responsibilities

3.A Select Board Meetings

- Prepare Select Board agendas, meeting packets and public notices.
- Attend regular Monday Select Board meetings and record minutes.
- Make draft minutes of public meetings available for public inspection within five (5) business days, as required by RSA 91-A:2, II.
- Record minutes of nonpublic sessions and make them public within 72 hours, as required by RSA 91-A:3, III, unless the Select Board votes to withhold them.
- Track and follow up on action items assigned at meetings.

3.B Finance, Accounts Payable and Payroll

- Process accounts payable, including review of invoices, purchase orders and supporting documentation.
- Prepare the payment manifest for Select Board review and approval.
- Review submitted timesheets for accuracy and for compliance with State law and Town policy, and bring discrepancies to the Select Board before payroll is processed.
- Process payroll from approved time records and maintain payroll records, including required tax filings and reports.
- Maintain the Town's QuickBooks records and assist with budget tracking and expenditure reports for the Board.
- Each month, reconcile the general ledger to the Treasurer's report and bring any differences to the Select Board.

3.C Assessing and State Reporting

- Coordinate assessing administration with Avitar, including records, abatement and exemption paperwork, and scheduling.
- Prepare and track Department of Revenue Administration (DRA) filings and other required State and Town reporting for review and signature by the responsible officials. The employee prepares these filings but does not certify them.

3.D Insurance and Personnel Administration

- Administer Primex and other Town insurance coverage, including renewals, certificates, claims paperwork and required reports.
- Maintain personnel and employee records, including new-hire paperwork, in accordance with Town policy and applicable law.
- Provide administrative support to the Building Inspector and Health Officer, including permits, correspondence and record keeping.

3.E Records and Right-to-Know

- Maintain Select Board files and records, including filing, retention and authorized disposition of records under the Town's Record Retention and Disposition Policy.
- Receive and log Right-to-Know requests and ensure a written response is sent within five (5) business days, as required by RSA 91-A:4, IV, either making the records available or acknowledging the request and stating the time reasonably needed to respond.
- Locate and compile responsive records. Decisions to withhold or redact records are made by the Select Board, or between meetings by the Board member designated to direct Right-to-Know responses.

3.F Town Report, Town Meeting and Audit

- Assist with compiling and preparing the Annual Town Report.
- Provide administrative support for Town Meeting.
- Assist with the annual audit by gathering records, providing requested documents and coordinating with the Town's auditors.

3.G Bids, Contracts and Vendors

- Prepare bid and contract documents as directed, maintain contract and vendor files, and track renewals, insurance certificates and other required follow-up.

3.H Office Administration and Public Contact

- Manage Town Hall rentals, mail, phones and general office administration.
- Monitor office supply levels and order supplies as needed, within the approved budget and Town purchasing procedures.

- Serve as a point of contact for residents and the public, and direct inquiries to the appropriate Town official.
- Maintain a calendar of recurring deadlines and follow assigned matters through to completion.

3.I Other Duties

- Perform other related duties as assigned by the Select Board.

Section 4 — Financial Controls

To protect the Town and the employee, the following controls apply:

- The employee prepares financial transactions; the employee does not approve or sign them. The Select Board approves the payment manifest and payroll, and payments are made by the Treasurer on the Board's order.
- The employee's own time records are reviewed and approved by the Select Board before payroll is processed.
- New vendors, and changes to vendor payment information, bank details or employee pay rates, require Select Board approval before they are entered.
- Bank reconciliations are the responsibility of the Town Treasurer under RSA 41:29 and are performed by the Treasurer or by a bonded official to whom the Treasurer has delegated that function in writing under RSA 41:29, VI. This position does not perform bank reconciliations.
- Before an approved change to vendor bank or payment information is entered, it is verified by contacting the vendor at a phone number or address already on file, not one supplied with the change request.
- All system accounts (including QuickBooks, Avitar, banking portals, Buddy Punch and Town email) are owned and controlled by the Town. Each user has an individual login, and passwords are not shared. The Select Board maintains administrator or recovery access, and the employee's access is removed or transferred when employment ends.

Section 5 — Independence and Limits of Authority

The Select Board provides limited day-to-day supervision. The employee is expected to:

- Organize and manage routine work independently.
- Identify and complete recurring responsibilities using established procedures and a maintained deadline calendar.
- Follow established Town policies and procedures.
- Follow matters through to completion.
- Bring unusual or unclear matters to the appropriate official or the Select Board.

Independent work does not mean independent authority. Policy, spending, personnel, assessing, enforcement and other decisions assigned by law to the Select Board or another Town official remain with that authority.

Section 6 — Priorities and Workload

- When responsibilities compete or cannot be completed within available hours, the employee brings the matter to the Select Board, which sets the priority.
- Assigned and recurring responsibilities remain in effect unless the Select Board changes them.
- During the employee's absence, Select Board members provide backup coverage for payroll, accounts payable and statutory deadlines. The employee maintains written procedures sufficient to support that coverage.

Section 7 — Hours and Timekeeping

- The normal schedule is 18 to 20 hours per week, based on workload.
- All hours actually worked are recorded in the Buddy Punch electronic timekeeping system.
- Hours beyond the normal schedule require Select Board authorization in advance when practicable.
- All time worked is paid, including meeting attendance and work performed outside normal office hours. Working additional hours without authorization may be addressed as a performance matter but does not affect payment for time worked.

Section 8 — Qualifications

8.A Required

- High school diploma or equivalent.
- Demonstrated experience with bookkeeping, accounts payable and payroll.
- Working knowledge of QuickBooks or comparable accounting software.
- Working knowledge of Microsoft Office or equivalent.
- Ability to pass a background check and to be bonded under the Town's insurance coverage.
- Ability to attend regular Monday evening Select Board meetings.

8.B Preferred

- Municipal or other public-sector administrative experience, preferably in New Hampshire.
- Familiarity with the Right-to-Know Law (RSA 91-A), DRA reporting, and municipal records retention.
- Associate degree or coursework in accounting, business or public administration.

Section 9 — Knowledge, Skills and Abilities

- Accuracy and attention to detail in financial and record-keeping work.
- Ability to manage multiple deadlines and work independently with limited supervision.
- Clear, professional written and verbal communication with residents, officials and vendors.
- Sound judgment in handling confidential information and in recognizing when a matter requires Board direction.

Section 10 — Confidentiality

The position has access to information that is confidential or exempt from disclosure under RSA 91-A or other law, which may include certain personnel, payroll, tax and assessing records and nonpublic session materials. The employee shall maintain that information in confidence, disclose it only as authorized by the Select Board or required by law, and follow the Town's policies on records, email and electronic communications.

Section 11 — Working Conditions

Work is performed primarily in the Town Office, with regular evening meeting attendance. The position requires extended computer use and the ability to lift and carry up to 25 pounds, such as records boxes and office supplies. The Town will provide reasonable accommodation as required by law.

Section 12 — Conditions of Employment

- Employment is at will and subject to the Town's personnel policies.
- New employees serve an introductory period of six (6) months.
- Performance will be reviewed by the Select Board at the end of the introductory period and annually thereafter.
- This job description is not a contract. It describes the general nature of the position and may be revised by the Select Board.

Section 13 — Document History

Revisions to this job description require approval by majority vote of the Select Board at a properly noticed public meeting.

Version	Date	Description of Change	Approved By
1.0	11/2/2026	Initial job description; first formal definition of the position	Vote 3-0