



Town of Suffield Job Posting

Position: Accounting Assistant – Accounts Payable

Post Date: September 25, 2026

End Date: October 9, 2026

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking an Accounting Assistant – Accounts Payable for our Finance Department. This position is responsible for technical and clerical accounting work involving the processing of accounts payable/receivable and the maintenance of financial records. Work involves responsibility for receiving, reviewing and preparing data for accounts payable and accounts receivable processes and related duties. Duties include verifying calculations, confirming purchase orders and invoices and reconciling accounts receivable to the general ledger and preparing and inputting this data into a computerized financial management system. This position also has the responsibility for making difficult bookkeeping or payroll technical decisions. The work requires that the employee have considerable knowledge, skill and ability in bookkeeping. Serves the vendors, residents and colleagues of the Town of Suffield in a customer-oriented manner that promotes a positive, professional image of the Finance Department and the Town of Suffield.

Position Type/Expected Hours of Work:

This position is a collective bargaining unit member of the Town Hall Union.

This is a full-time thirty-five (35) hours per week position. Hours of work and days are currently Monday - Thursday 8:00 am – 4:30 pm and Friday 8:00 am – 1:00 pm. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, as job duties demand.

Compensation and Benefits: Town Hall Union pay grade 10 position, starting at \$31.20. This position is union represented and is eligible for benefits. Compensation follows according to the Town Hall Union Contract, as amended from time to time.

Supervision Received:

Works under the general supervision of the Director of Finance.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Prepares, calculates, verifies and enters expenditures and revenue entries for use in maintaining accounting records.
2. Receives, verifies and signs off on daily cash receipts received by other departments, over the counter and through the mail. Prepares journal entries for daily receipts.
3. Prepares cash and check deposits for the bank. Makes deposits at the bank or using electronic methods such as a check scanner.
4. Posts receiving reports to related orders; matches invoices to orders and verifies that prices billed are those quoted; checks extensions, resolves discrepancies in billing by contacting vendors, and department officials. Maintains landfill records and performs billing. Processes non-performance bonds.
5. Answers inquiries from vendors on payment questions. Assembles statistical data for the preparation of reports. Reconciles accounts receivable and payable to the general ledger; balances computer data and runs report.
6. Runs accounts payable special fund checks; requests transfers from each fund account to cover expense; files back-up in proper fund files and provides copies of checks and back-up for special projects.
7. Prepares 1099 forms.
8. Maintains a positive working relationship with school officials, fellow employees, and management regarding payroll and the coordination of benefits, encouraging feedback and constructive discussion about services and other payroll/benefit matters.
9. Attend seminars and conferences to remain current on developments in relevant fields.

Other Job Functions:

1. Perform other related work as assigned.
2. Provides backup and cross-coverage for the other Accounting Assistant (Payroll) as needed. Performs assigned duties of the other position during leaves, vacancies or extended periods.

Minimum Qualifications

Education & Experience:

1. An Associate's degree plus three years of progressively responsible bookkeeping, accounting records keeping, or payroll processing work involving the use of a computer or an equivalent combination of education and experience.
2. Suitable experience may be substituted for education attainment if deemed appropriate by the Director of Finance and/or the First Selectman.

Knowledge, Skill, and Ability:

1. Considerable knowledge of the principles and practices of bookkeeping.
2. Considerable knowledge of the application of bookkeeping principles and practices to the accounts payable/receivable.
3. Considerable knowledge of the Microsoft suite of products, most specifically Excel and Word.
4. Prior MUNIS experience is a significant plus.
5. Proficient in mathematical computations with a strong attention to detail.
6. Strong oral and written communication skills.

7. Ability to maintain detailed financial records.
8. Strong ability to establish and maintain effective working relationships with coworkers, associates, and the public.

Special Requirements:

1. A valid, active Motor Vehicle Operator's license is required.

Tools and Equipment Used:

Computer, calculator, copy machine, and other standard office equipment.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

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

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties:

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

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight for conferences and seminars may be expected.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to koriola@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Kayla Oriola, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process