



Open Position Title: Senior Accounting/Payroll Clerk
Location: 725 Front Street, Chicopee, MA 01020
Industry: Municipal Electric/Fiber Broadband
Salary: 55,000-75,000

General Statement:

Responsible for ensuring the timely and accurate processing of all payroll tasks, work orders, purchase orders and related administrative tasks. This position will support other areas of accounting, human resources and power resources.

Job Responsibilities:

- Collect, review for accuracy, and enter time sheets on both daily and weekly basis.
- Prepare bi-weekly payroll for all CEL employees and submit reports for management review.
- Maintain and verify accuracy of vacation, sick, personal and other benefit time records.
- Facilitate and import of records into the city payroll system, reconcile accrual balances with the city and resolve any issues.
- Maintain confidentiality and security of all payroll and employee information.
- Oversee and update work order records, and process transactions related to utility projects.
- Review work orders for accuracy and completeness and prepare closing entries.
- Reconcile work order accounts with the general ledger and resolve discrepancies.
- Process all petty cash requests and balance on a weekly basis.
- Process all daily purchase orders.
- Assist Accounts Payable in receiving documents and vendor invoices.
- Cross train and provide full back-up for Accounts Receivable and Accounts Payable clerks in their absence.
- Support other areas of accounting as needed and perform additional duties as assigned by the accounting supervisor.
- Support clerical tasks in power resources and perform additional duties as needed.
- Other duties as assigned

Education and Experience:

- Associate degree in accounting
- Minimum of 5 years in accounting or related field
- Minimum of 5 years of experience in payroll processing. Experience in electronic payroll systems a plus.
- Proficiency in general computer applications including Microsoft Office Suite and ERP software.

Abilities and Skills:

- Language skills, mathematical skills, and reasoning ability.
- Attention to detail and the ability to organize information neatly and accurately.
- Ability to maintain confidentiality.
- Capable of meeting strict deadlines.
- Executions of all job responsibilities and assignments promptly, reliably, honestly, ethically, and in a professional manner

Additional Requirements:

- Requires sitting for prolonged periods of time and significant PC usage.

This description is not intended to be a complete statement of the position, but rather to act as a guide to the general work performed. Individual's competencies and customer requirements impact the actual role performed.

Applicants should send their resume directly to Chicopee Electric Light (CEL) Attention HR/Administration Office at 725 Front St., Chicopee, MA 01020 or e-mail ncolberg@celd.com