



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **FINANCE CLERK**  
GRADE:  
FLSA:                Nonexempt  
DEPARTMENT:      Administration  
EFFECTIVE DATE:   July 2022

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#### **MAJOR PURPOSE:**

Under supervision of the Town Manager, provides various clerical office services such as greeting and assisting the public, taking payments at the front counter, and handling aspects of mail delivery.

#### **ESSENTIAL JOB FUNCTIONS:**

- Answers phones and provides information to citizens by telephone and in person at the front counter.
- Takes payments for utilities, personal property, real estate, dog tags, business licenses, meals and lodging taxes.
- Assists the Treasurer and Assistant Treasurer with maintaining utility accounts, opening new accounts and finalizes when accounts are closed.
- Assists the Treasurer and Assistant Treasurer in the collection of daily receivables and reconciles to the general ledger.
- Processes all delinquent debits as received from the collection company.
- Keeps and records sold cemetery deeds and internments at Essex Cemetery.
- Opens, sorts, and distributes mail and prepares mailings for the Town as needed.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of computer applications such as Microsoft Office Suite, particularly Excel.

Knowledge of office routines, business English, and mathematics.

Ability to operate office equipment such as copiers and computers.

Ability to maintain records and files.

Ability to learn and comprehend the Town's policies and procedures.

Ability to maintain confidentiality.

Ability to handle incoming mail and prepare mailings for the Town.

Ability to work with and reply to customers appropriately.

Ability to learn and enter data into financial software such as Edwards.

Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from high school, plus one year of previous office or clerical experience.

**PREFERRED QUALIFICATIONS:**

More than one year of related experience preferred  
Familiarity with the Edmunds Financial System

**REQUIRED LICENSES/CERTIFICATES:**

None

**WORKING CONDITIONS:**

Work is performed in an office setting.  
Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.  
Use of telephone and computer required.