

## POSITION DESCRIPTION

Class Title:

### ACCOUNTING CLERK

**GENERAL PURPOSE:** Provides a variety of routine and complex clerical, administrative and technical work in the administration of the town government.

**SUPREVISION RECEIVED:** Works under the general supervision of the Town Treasurer/Clerk and Town Manager.

**SUPERVISION EXERCISED:** None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILTIES:** Manages assigned operations to achieve goals within available resources; plans and organizes work; trains staff; reviews progress and directs changes as needed. Assists in receiving payments of water, sewer, taxes. Assists in preparation of payroll and related reports. Assists in preparation of financial statements. Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed. Assists in preparation of documents related to the personnel function. Provides advice to supervisor; Communicates official plans, policies and procedures to staff and the general public. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests; Evaluates work procedures, schedules, and workflow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations. Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc. Provides administrative assistance to supervisor in meeting management; assemble background materials, prepares agendas, and records action items for various meetings. Prepare presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned. Investigates and follows-up on citizen requests for service, complaints, and requests for information. Assists in the development of notices, flyers, brochures, newsletters, media releases, new articles, and other informational materials about programs and services. Completes other duties as assigned.

**PERIPHERAL DUTIES:** Attend seminars and workshops related to administrative duties and responsibilities. Prepares correspondence; make reservations and travel arrangements for meetings, seminars, and conventions.

**DESIRED MINIMUM QUALIFICATIONS:** Education and Experience: (A) Graduation from high school. (B) Two (2) years of related experience; or (C) Any equivalent combination of education and progressively responsible experience, with additional work experience in accounting.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** (A) Working knowledge of the principles and practices of accounting; working knowledge of human resource administration; Working knowledge of modern records management techniques; (B) Skill in operation of listed tools and equipment; (C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public; Ability to communicate effectively verbally and in writing.

**SPECIAL REQUIREMENTS:** None.

TOOLS AND EQUIPMENT USED: Typewriter, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. 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.

Approval: \_\_\_\_\_  
Town Manager