

Assessing and Finance Clerk

Position Summary:

Perform Assessing Clerk and Reconciliation / Accounting services while working directly for and with the Town Administrator. Draft work with the assessing firm to perform local paperwork duties, greets and assists the general public, performs general ledger and interdepartmental reconciliations. Perform all other related work as required. Reports to the Town Administrator.

Essential Functions:

(The essential functions or duties listed below 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.)

- Greets, handles, directs general public in the town office;
- Answers, handles, directs phone calls received in the town office;
- Prepare correspondence as it relates to the assessing or accounting departments;
- Handle any requests or tasks from Town Administrator or Board of Selectmen as it pertains to assessing or finance matters;
- Maintains paper and electronic files for property records;
- Review applications related to assessing requests to forward with recommendations to the Board of Selectmen;
- Perform monthly reconciliations of general ledger accounts such as, but not limited to, bank accounts, payroll liabilities, capital asset schedules, etc.
- Print and distribute monthly budget reports for the Board of Selectmen and department heads;
- Be the backup payroll processor;
- Be the backup accounts payable processor;
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Knowledge, Ability and Skill:

Knowledge: Candidate for this position must have a high school diploma. Two (2) years experience in clerical, bookkeeping or related field. Minimum of two (2) years experience in direct customer service.

Ability: Excellent managerial, organizational and communication skills. Must be able to multitask. Confidentiality is paramount.

Skill: Proficient experience using Microsoft 365 including, Outlook, Word and Excel. Demonstrate skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community.

Physical Requirements:

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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 20 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

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Supervision:

Supervision Scope: Answers directly to Town Administrator. When working with other boards, answers to the board within the constraints placed by the Town Administrator.

Supervision Received: Works under the direct supervision of the Town Administrator with some latitude for independent judgment and initiative.

Job Environment:

- Most work is performed in office conditions. May occasionally be requested to attend an evening / weekend meeting.
- Operates a computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with town residents, town employees, state and federal officials, business and community organizations, consultants, legal counsel and vendors.
- The employee has access to town-wide confidential information.

(This 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.)