



JOB DESCRIPTION

Job Title: Accounting Clerk **Reports to:** Town Clerk
Prepared by: Julie Powers (modified by S.Coulbourne) **Approved by:** Mayor Newlands
Date Approved: October 11, 2007 **Last Revision Date:** January 11, 2011

SUMMARY

The Accounting Clerk performs responsible accounting and routine administrative functions for the Town of Milton as well as duties involved in processing and maintaining vital records, voter registration, and election information. Takes direction primarily from and reports initially to the Town Clerk or the Town Manager in the Town Clerk's absence. It requires the ability to sit at a workstation for extended periods, to serve the public, climb stairs, and carry up to 25 lbs.

PRIMARY RESPONSIBILITIES

1. Sends out utility bills (water and trash) on a quarterly basis.
2. Sends out property tax bills annually. Ensures property tax bills are sent out by January 15th and issues interim tax bills.
3. Verifies bills before being sent out to customers.
4. Maintains accurate resident and property owner records.
5. Sets up new property accounts for tax and utility purposes.
6. Requests property assessments and updates property assessments upon receipt from the tax assessor.
7. Posts payments on a daily basis.
8. Communicates with the Town Clerk on daily deposit to ensure proper posting of cash receipts.
9. Change accounts due to deed changes.
10. Generates letters to past due accounts and addresses delinquencies.
11. Processes boat dock rental payments.
12. Controls petty cash with a balance report processed each month providing to the Finance Director for reimbursement.
13. Works with public works department on resident calls.
14. Assists the Town Clerk with audit preparation as needed.
15. Fills FOIA requests as directed by the Town Clerk.
16. Responds to all inquiries in a courteous manner, providing information within the scope of knowledge and authority, and referring to higher classification employee as applicable.
17. Files and maintains records.
18. Performs basic clerical tasks and operates basic office equipment.

19. Transmits information or documents to customers, using computer, mail, or facsimile machine.
20. Assists in the development of annual operating and capital budget for the town
21. Oversees the posting and reconciliation of ledgers and accounts
22. Analyzes data to determine answers to questions from customers or members of the public.
23. Adheres to all town policies, procedures, and ordinances and Town Charter.
24. Maintains files for documents such as ordinance revisions.
25. Other related duties as assigned by Town Clerk or Town Manager.

ADDITIONAL RESPONSIBILITIES

1. In the absence of the Receptionist/Permit Clerk: greets visitors entering Town Hall, determines nature and purpose of visit ensuring they sign in, and direct or escort them to specific destinations; handles incoming calls providing information, answering routine inquiries and providing general information, refers callers to appropriate department or agency, and taking messages when necessary.
2. Provides assistance to department supervisors as needed and works closely with other staff to ensure adequate administrative coverage is maintained at all times.
3. Records minutes for meetings accurately using recorder software.
4. May perform portions of the work of higher classified positions occasionally, as assigned.
5. May perform duties of similar complexity in any town department as required or assigned.

EDUCATION/QUALIFICATIONS

Position requires a high school diploma or equivalent education with some accounting experience or a combination of education and experience.

KNOWLEDGE AND SKILLS

Must quickly acquire considerable knowledge of the town's functions, procedures, purpose, and applicable ordinances and have some experience with word processing and the ability to learn spreadsheet programs and data entry. Position requires knowledge of the principles of bookkeeping and accounting procedures; knowledge of billing and collections; experience in dealing with the public; ability to maintain effective working relationships with other employees and with the public; effective communication and organization skills; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; and knowledge of computer programs including word processing and spreadsheets. Visibility requires maintaining a professional appearance and providing a positive company image to the public. Microsoft Office or equivalent software training.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*