

## **FINANCE ADMINISTRATIVE ASSISTANT**

### **Position Purpose:**

The purpose of this position is to assist the Tax Collector in the billing and collection of all monies due the Town. Performs all other related work as required.

### **Supervision:**

Performs a variety of bookkeeping and accounting duties in compliance with established town and department policies, which requires the exercise of moderate independent judgment in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under the general direction of the Treasurer following department rules, regulations, and policies; requiring the ability to independently perform department operations.

### **Job Environment:**

Work is performed under typical office conditions; the noise level is moderate at times.

Operates a computer, facsimile machine, copier, typewriter, and other standard office equipment.

Makes frequent contacts with other town employees, the general public, lawyers, bank, and real estate brokers. Contacts are in person, in writing, and by telephone and involve an information exchange dialogue in a courteous, respectful manner.

Has access to limited department-related confidential information.

Errors could cause confusion, delay of department services, and financial loss.

### **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.)*

Performs various clerical/administrative and customer service functions for the Treasurer's office, such as answering questions from the general public, directly and by telephone; providing information and making referrals to other offices and agencies as appropriate; and providing information requested by town officials.

Assists in the printing and mailing of real estate and personal property tax bills.

Maintains records organization as well as disposal.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience:**

High School graduate or equivalent; two years of finance experience preferred.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of basic accounting practices. Working knowledge of modern office practices and procedures. Thorough knowledge of bookkeeping principles. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.

*Ability:* Ability to maintain effective accounting procedures. Ability to carry out assigned projects to their completion. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with employees. Ability to interact in a positive and effective manner with town departments at all levels. Ability to handle multiple tasks in a customer service environment. Ability to respond to difficult situations using persuasiveness, resourcefulness, and negotiating skills to influence the decisions and behaviors of others. Must be bondable.

*Skill:* Skill in operating a computer, particularly with financial and spreadsheet applications. Skill in the operation of all the above listed tools and equipment. Skill in maintaining financial ledgers and books. Aptitude for working with numbers.

**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 stand, walk, and sit; must be able to manipulate objects, tools, or controls, and must be able to pick up and use paper, books, and other common objects. Occasionally lifts and/or moves objects weighing up to 30 pounds such as books, equipment, supplies, etc. Required to operate a keyboard at an efficient speed. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

***(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.)***