

August 10, 2015 **Job Posting**

37.5 Hrs.	Clerk	Job Description	
<b>Direct Report</b>	Assistant Collector	Grade	B \$34,384 - \$42,753
<b>Department</b>	Finance	FLSA	Non-Exempt
<b>Division</b>	Collector's Office	Bargaining Unit	Non- Union
<b>Date</b>	August 2015	Location	Town Hall

**Summary**

This position performs a variety of administrative functions including; keeping official records, providing administrative support to Finance Office staff, processing payments to the Collector's Office and Town deposits. The Clerk also ensures that all financial transactions are processed in an accurate and timely manner, and acts as point of contact for customer inquiries.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform administrative functions providing customer assistance, bookkeeping, payment and data processing.
2. Provide information and respond to questions and inquiries from employees, citizens, and others; directs person or routes caller to the appropriate individual or department as needed. Works to resolve water and sewer issues for customers and researches issues as required.
3. Collects taxes, bills, or other payments due to the Town, and records their payment. Processes water/sewer payments and tax payments (real estate, excise, personal property, etc.). Researches overpayments on bills and issues refunds. Processes payment reversals and redistributions.
4. Prepares and monitors work orders. Schedules appointments for water/sewer meetings as needed, and schedules final water readings.
5. Processes incoming and outgoing mail.
6. Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
7. Maintains a daily cash balance; balances cash on hand against receipts; prepares and balances deposits for all Town departments; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; reconciles and posts deposits on a daily basis; and deposits monies into bank.
8. Prepares periodic utility, financial, statistical, or operational reports as assigned.
9. Reconciles data for specific accounts and payroll, and resolves discrepancies in accordance with established procedures.
10. Processes claims and vouchers for payment; verifies budget coding.
11. Checks expenditures to ensure they are within budgetary limitations.
12. Disburses Town funds upon approval of warrants, vouchers, coupons, or bonds.
13. Prepares weekly accounts payable checks for distribution.
14. Inputs data to standard office and department forms; makes simple postings to accounts; and compiles data for various reports.
15. Prepares records such as notices, minutes, and resolutions.
16. Establishes and maintains filing system, control records, and indexes using moderate independent judgment.
17. Maintains inventories and orders office supplies and materials for department.

**Minimum Qualifications**

1. Graduation from high school or GED equivalent, with specialized course work in general office practices such as typing, accounting/bookkeeping, or data processing; and
2. Two (2) years of increasingly responsible, related experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Finance Clerk. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until filled.

A full Job Description is available upon request

Judith Perkins

Human Resources Director

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