



TOWN OF ELKTON

JOB DESCRIPTION

FINANCE CLERK

Department:	Finance Department
Reports to:	Director, Finance Department
Classification:	Full-time / Non-exempt
Pay Range:	Grade 5

Date: September 2021

JOB SUMMARY

The Finance Clerk performs typing, filing, preparation of water, sewer, tax, and other miscellaneous billings, as well as supports the Finance Department's business activities. The Finance Clerk reports directly to the Finance Director.

ESSENTIAL FUNCTIONS

1. Greets and assists general public.
2. Collects monies from the public for Town Services and fees including water and sewer bills, personal property taxes, building permits, parking fines, and other miscellaneous items.
3. Collects and maintains utility and parking fine records and data.
4. Receives and post payments made to the Town via in person, by mail, and online.
5. Balances cash daily.
6. Prepares daily bank deposit.
7. Receives telephone calls and assists callers in reference to various billings.
8. Delivers effective customer service regarding billing and payment issues.
9. Assists in the preparation of quarterly water and sewer billings.
10. Assists in the preparation of tax and other billings.
11. Communicates with law offices/title companies regarding property transfers.
12. Insures all information pertaining to billings and financial matters are accurate and accounted for in accordance with local, state, and federal requirements.
13. Generally works Monday through Friday, 8:00 a.m. – 4:30 p.m.

ADDITIONAL RESPONSIBILITIES

1. Performs other duties as assigned by the Finance Director.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to follow written and oral instructions.
2. Ability to clearly and effectively communicate verbally and in writing (English language) with the public and staff.
3. Ability to establish and maintain efficient office procedures.
4. Ability to work effectively and efficiently as a member of a team and to promote, as well as preserve, the goals and objectives of the team to provide superior public service.
5. Knowledge of computer applications and operations, MS Office Suite (Word, Excel, PowerPoint, Outlook) and standard office equipment.

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6. Knowledge of general accounting and bookkeeping procedures and the ability to apply these concepts in a municipal government environment.
7. Ability to be consistently accurate in all financial transactions pertinent to the Finance Office.
8. Ability to develop an understanding of departmental goals, as well as the service needs of the public.
9. Ability to work effectively and efficiently as a member of a team and to promote, as well as preserve, the goals and objectives of the team to provide superior public service.
10. Physical requirements that include typical office environment. Sitting for extended periods of time, with periodic standing, walking, and reaching with arms and hands. Ability to lift files, open filing cabinets and bend, stoop or kneel as necessary. This position requires the ability to occasionally lift office products and equipment/materials up to 25 pounds. Performing telephone and/or computer work for extended periods of time. Vision abilities required by this job include close vision.
11. Ability to pass physical exams, drug screens, and background checks.

TRAINING AND EDUCATION

1. Accredited high school graduate, with some college preferred (specifically in the area of book-keeping and accounting).
2. One (1) year experience in government setting.
3. Any acceptable combination of education plus experience.

RESERVATION OF RIGHTS

The Town of Elkton reserves the right to amend and/or otherwise change the provisions, wording or any information included in this job description at any time, not inconsistent with law. The position of Finance Clerk is “at will” and acceptance of this position does not represent an expressed or implied contract of employment for any duration.