

## **Town of Cedaredge Finance Clerk**

**Status:**

Non-exempt

**General statement of duties:**

Performs a variety of routine and non-routine clerical and financial tasks.

**Supervision received:**

Works under the general direction of the Town Administrator and under the direct supervision of the Finance Director. The position is guided by a framework of established policies and procedures.

**Supervision exercised:**

None

**Specific duties and responsibilities:**

The following are illustrative only and are not all-inclusive:

- Assists with utility billing
- Accounts Payable and Accounts Receivable
- Payroll review
- Data entry and review
- Processing of payments, bills, checks, receipts and other documents
- Collects money for fees, fines, utility bills, building permits and other Town receivables
- Enters cash receipts, balances cash receipts and runs all necessary reports on a daily basis.
- Prepares and makes daily bank deposits.
- Answers telephones, responding to routine inquiries regarding Town business.
- Assists citizens and others who call or visit the office; responds to various inquiries and provides information and/or referral of services and functions; advises citizens of Town policies and procedures; receives and handles complaints from a variety of sources; and when appropriate, refers inquiries to department heads or the Town Administrator.
- Implements and recommends changes in routine office policy and procedures.
- Other related duties as required or assigned.

**Required knowledge, skills and abilities:**

- Work requires the exercise of initiative, independent judgment and effective skill in handling problems and concerns of citizens, explanation of town policies and procedures to citizens, contractors, and others within deadlines. Position is expected to complete assignments without detailed review or guidance.
- Ability to communicate effectively both orally and in writing.
- Working knowledge of standard office practices, procedures and methods.

- Working knowledge of computer software programs.
- Ability to maintain an effective, collaborative working relationship with elected officials, supervisors, employees and the public.
- Ability to maintain confidentiality required of Town business and on sensitive public issues.
- Accounting, banking or other related experience preferred.

**Required education and experience:**

- High school or equivalency and experience resulting in the required knowledge, skills and abilities.
- Two years of progressive, responsible office experience.
- Proficient in spoken and written English.
- Have the ability to stand and/or sit for long periods of time.
- Ability to work in an office atmosphere with background noise and frequent distractions.
- Ability to lift 50 pounds

**Necessary special requirements:**

- None

Revised 12/22/2021 (KC)