

## **TOWN OF OSSIAN**

### **Town Clerk-Treasurer's Office**

**TITLE:** Deputy Clerk-Treasurer

**JOB OBJECTIVE:** Appointed position provides support for the Town Clerk-Treasurer's office. Performs routine clerical, administrative, and data processing work in the area of utility billing; serving customers; completing forms; filing; and other office tasks. Incumbent reports to the Town Clerk-Treasurer.

**SUPERVISION RECEIVED:** Reports to the Clerk-Treasurer and works at his/her pleasure.

**SUPERVISION EXCERSIZED:** None

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Complete accurate monthly utility billing and mailing, including all required reports
- Maintain water meter reading books, updating customer and meter information as required.
- Update utility billing system, requesting final readings and preparing final bills, as necessary, on change of ownership/residents.
- Collect, post and balance receipts on a daily basis, printing the required reports.
- Prepare and deliver the daily deposit to the bank and have a vehicle to do so.
- Schedule work orders and provide schedule to Utility personnel.
- Troubleshoot customers' billing problems, complaints and questions in an appropriate manner.
- Maintenance on delinquent accounts including preparing past due notices and shut offs, and sending accounts to collections.
- Credit card processing.
- Coordinate with solid waste contractor.
- Answer telephone and copier troubleshooting.
- Sort daily mail and maintain contact with the post office regarding current postal regulations.
- Filing and maintaining files.
- Order supplies and required items for departments.
- Assist in completion of bank reconciliations, bookkeeping reports and budget, monthly and annually.
- Assist in completing bi-weekly payroll.
- Assist in HR responsibilities.
- Attend meetings as required by the Clerk-Treasurer or Town Council.
- Assist in scheduling of park rentals and collect fees for rentals.

#### **OTHER DUTIES:**

- Assisting other departments as needed.
- Performing other tasks as requested by the Clerk-Treasurer

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of accounting and bookkeeping skills.
- Detail-oriented.
- Ability to complete multiple tasks efficiently and simultaneously with several interruptions.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively and tactfully communicate with supervisor, coworkers, and the general public and to answer their questions or problems.
- Working knowledge of computers and electronic data processing.
- Ability to enter data accurately; ability to establish effective working relationships with employees and supervisors; ability to work efficiently; ability to work with the public.
- Ability to read and interpret regulations as set forth in Indiana Statute and by State Board of Accounts.
- Strong computer skills.
- Proficient in Microsoft Word and Excel.

**JOBS STANDARDS, EDUCATION AND EXPERIENCE:**

- High School Diploma or GED equivalent required and two (2) years of related work experience preferred. Consideration made for specialized course work in accounting and bookkeeping.
- Must be able to obtain a Notary license.
- Valid driver's license.
- Attend educational seminars and workshops that the Clerk-Treasurer determines are needed for the efficiency and service of the office.

**TOOLS AND EQUIPMENT USED:** Personal Computer; copy machine; 10-key calculator; telephone; email; Frey Billing, Budget, and Payroll Software; Microsoft Office

**PHYSICAL DEMANDS:** Most tasks are performed while sitting or standing. Must be able to transfer Town Council files to meeting sites, bank deposits to the bank, and record Town documents in County Courthouse requiring travel by car or foot. The employee must occasionally lift and/or move up to 30 pounds.

**JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT:** This job description is a general description of job functions. It is not intended to be an employment contract, nor is it intended to describe all duties someone in this position may perform.