

## **Bookkeeper and Assistant Clerk Job Description**

The Bookkeeper and Assistant Clerk works as a member of the Administrative Staff under the direct supervision of the Town Treasurer and Town Clerk who in turn is supervised by the Selectboard. The Bookkeeper performs general accounting tasks to include accounts payable, accounts receivable and payroll. The Assistant Clerk performs all statutory duties of the Town Clerk as assigned.

### **General Tasks include:**

#### **Bookkeeper**

- Accounts payable and accounts receivable.
- Assist in preparing tax bills.
- Interface with public officials and department heads to prepare orders for approval of the Selectboard.
- Research purchasing options i.e. cell phone contracts, photocopier contract etc...
- Prepare payroll.
- Assist in preparing financials.
- Work with Treasurer to prepare annual audit.
- Assist in tax collection.

#### **Assist Clerk**

- Certify public documents.
- Mail clerk for the town.
- Comply with public information requests.
- Post notices.
- Issue marriage licenses, dog licenses & notices.
- DMV renewals.
- Issue Green Mountain Passports.
- Answer phones, service customers and oversee vault research.
- All statutory duties of Town Clerk as assigned.

#### **Other**

- Follow personnel policies and procedures.
- Communicate with public, supervisors and peers in a professional manner and responds to requests for service/complaints in a positive manner.
- Coordinate work with others to accomplish tasks.
- Attend trainings and seminars.

Must have bookkeeping experience and/or education in finance, accounting or similar.

Must be able to have flexible schedule.

Must have proficient computer skills – Microsoft Office Suite (Word, Excel, Publisher, Powerpoint)

Must be able to learn financial software (NEMRC)

Must be able to lift 20 lbs. repetitively.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.