



Job Description

JOB TITLE: Fiscal Clerk

DEPARTMENT: Office

REPORTS TO: Clerk Treasurer

SUPERVISES: N/A

DEFINITION: Non-exempt position performing bookkeeping and routine clerical duties for the general activities of the Town, providing administrative support to the Clerk-Treasurer.

EXPECTATIONS:

- General knowledge of office procedures and practices.
- Understand and effectively follow verbal and written direction.
- Perform detailed transactions rapidly, accurately, and review all activity for quality control of information, records, and reports.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Ability to prepare accurate and detailed reports using the fiscal software and utility billing system software, as well as MS Office applications, and meet work deadlines.

ESSENTIAL JOB FUNCTIONS:

- **Reception** -- Back up customer service and cashiering support. Main cashier for all land use applications. Greets public in person and by phone and promptly takes care of the request or relays the message to the appropriate person.
- **Accounts Payable** -- Coding and data entry of invoices into computerized accounting software. Preparation of computer-generated warrants (checks) and accompanying reports.
- **Accounts Receivable** – Preparation and data entry of invoices for fire inspections, facility rentals, planning expenses, and miscellaneous. Reconciliation and bill collection.
- **Payroll** -- Data entry of time sheets into computerized payroll system, warrant (check) preparation, monthly and quarterly payroll taxes and reports.
- **Accounting** -- Data entry, accounting journals and preparation of monthly budget reports as needed by the Clerk-Treasurer. Receives and records payments as well as other budgetary transactions.
- **Taxes Reports** - Maintains history records for various tax collections.
- **Facility Rentals** --Scheduling and control of facility rentals.
- **Supplies** -- Monitors use of office supplies and orders supplies needed.



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- **Other:**

- Produce council and committee agendas under direction of the Clerk Treasurer and the Planning Director.
- Assist in coordinating logistics for council and committee meetings, public forums, open houses, etc.
- Financial Reporting – Develops spreadsheets and reports as required.
- Compose correspondence, conduct research as needed. Assist with special projects and make arrangements for Town events and functions.
- Research records and obtain information from other offices and agencies as necessary to prepare reports for the Town administration.
- Remain current concerning issues, situations and conditions of special interest to the Clerk Treasurer.
- Operate office equipment including copiers, facsimile machines and computers; input and retrieve data and text
- Pick up and distribution of mail.
- Ability to compose, proofread, and edit general correspondence, reports, and other documents.
- Ability to exercise discretion and confidentiality.
- Ability to work independently in the absence of supervision.
- Ability to work with difficult or upset individuals, and to defuse tense situations.
- General clerical and other related duties as required, including cross-training with the Utility Clerk position.

TOOLS AND EQUIPMENT: Standard office equipment, including personal computer, multi-line phone system, fax machine, copier, 10-key calculator. Meter reader interface, postal scale, label maker.

MINIMUM QUALIFICATIONS:

- Must have high school degree, or G.E.D. equivalent.
- Computer and MS Office software proficiency required.
- Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public.
- Effective communication skills, both in writing and orally.
- Planning, organizing, prioritizing, and time management skills.
- Customer Service experience and skills.
- Strong attention to detail.
- Effective filing and recording keeping skills.
- General administrative practices and record keeping methods.

Special Requirements:

- Must have a valid driver's license.
- Must successfully pass a background check.



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WORK ENVIRONMENT

Typical office environment, with low noise levels and air pollution, with extensive work performed at a computer workstation. Infrequent travel to other communities for meetings or seminars is required. Exposure to dusty environments on occasion.

This employee must have the ability to work in a fast paced environment and be able to handle multiple tasks at one time. Must have the ability to establish and maintain effective working relationships with Town staff, citizens and other organizations and agencies. Attendance at night meetings is required on a scheduled basis.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written/typed documents and text materials;
- Sufficient manual dexterity, personal mobility, flexibility, agility and balance, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle; to sit and work at a keyboard for an extended period time, lift up to 25 pounds, and work in an office environment.

The statements contained herein reflect the general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak periods, or otherwise balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Town of Coupeville is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the Town will be contingent upon presentation of acceptable documents verifying the authorization of employment in the United States.