

Job Description

Position: Accounting Clerk – Town of Edgewood

Department: Utility Office

Position Status: Full-Time/ Non-Exempt

Position Reports to: Clerk Treasurer

Overview of the Position:

The Accounting Clerk supports the daily operations of the Utility Office by maintaining accurate records, processing transactions, and assisting with daily financial tasks. This position interacts with departmental personnel as well as the public.

Key Responsibilities:

- Process utility bill: Generate and distribute bills, post payments, and handle customer inquiries regarding account status.
- Reconcile daily cash receipts and deposits to ensure accuracy and completeness in the financial reporting.
- Enter invoices into the accounting system. verify accuracy, match purchases, and prepare payments.
- Performs various clerical functions as assigned.
- Process incoming and outgoing mail.
- Maintain organized files that provide an organized and easy retrieval process.
- Prepare responses to correspondence as required.
- Interact with personnel from various town departments and the public for the purpose of exchanging and explaining information.
- Payroll and tax payments

This description is not intended to contain every function/responsibility that may be required to be performed by the incumbent in this job. Additional duties and responsibilities may be required as assigned by the Clerk-Treasurer or prescribed by statute.

Qualifications for the Position:

- High school diploma or equivalent; an associate degree in accounting would be a plus.
- A basic understanding of accounting principles.

- The ability to communicate effectively, both orally and in written format, with co-workers, other town departments, and the public in a professional manner.
- The ability to maintain confidentiality of departmental records according to state requirements.
- The ability to comply with all employer and departmental policies and work rules and practices, including but not limited to attendance, safety, drug-free workplace, and personal conduct.
- The ability to serve the public with diplomacy and respect, including occasional encounters with irate/hostile people.
- Able to lift up to 25 lbs.
- Provide support for departmental recordkeeping by preparing reports, assisting with audits, and ensuring proper document retention in accordance with established policies.

Acknowledgement:

This job description describes the position of Accounting Clerk for the Town of Edgewood. I acknowledge that I have received this job description and understand that it is not a contract of employment. I acknowledge that I am responsible for reading and understanding the contents of the job description and will comply with all the job requirements and responsibilities contained herein. I further acknowledge that there is nothing that keeps me from meeting my job requirements as outlined above.

Employee Signature

Date