Town of Pittsfield
Financial Clerk

Financial Clerks are responsible for utility billing; processing accounts payable and receivables involving recordkeeping and bookkeeping. Duties include receptionist work, motor vehicle registrations; issuing permits and licenses; filing; and processing all payments.

Pay is $16.35-$17.01/hour. Comprehensive benefit package available.

Employment package including job description available upon request. Applications will be accepted until the position is filled, attention to: Deputy Treasurer, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, ME 04967 (487-3136) EOE.

JOB DESCRIPTION: Financial Clerk

TOWN OF PITTSFIELD, MAINE
JOB DESCRIPTION

DEPARTMENT: FINANCE

JOB CLASSIFICATION: CLERICAL II (Financial Clerk)

REPORTS TO: TOWN MANAGER

SUPERVISES: N/A

NATURE OF WORK

This is a responsible and varied clerical and technical support position involving the financial operations of the Town and processing financial material. An employee of this class is responsible for assisting the Town Office staff as well as Department Heads. Responsible for processing accounts payable and accounts receivable involving record keeping, bookkeeping and fund accounting assignments. Work involves assisting with data entry, processing payment releases, maintaining records of payments, and provides backup for payroll processing.

An employee in this position is also responsible for general clerical work. Duties include general receptionist work, motor vehicle registrations, issuing permits and licenses; correspondence, filing, and processing all fees and payments.

Work is performed under the Town Manager's supervision. Work is reviewed through results obtained and methods used. This position is evaluated through means of observation, periodic written reports, and results achieved.

EXAMPLES OF WORK - (Illustrative Only)

1. Acts as counter person to wait on Townspeople as they come in; greets public, assists customers, responds to inquiries, resolves complaints.

2. Provides backup for water and sewer utility accounts, processing, billing and maintenance.

3. Codes and matches invoices and purchase orders in preparation for weekly warrant.

4. Enters data daily regarding purchase orders, vendor files, and warrants.

5. Provides backup for payroll processing.

6. Assists Deputy Tax Collector with preparation of 30 Day Notices, Liens, reminders and Tax Acquired Notices on delinquent taxes.

7. Assists Deputy Tax Collector preparing discharges for undischarged tax liens.

8. Assists with receipting of revenues and issuing permits including registrations, taxes, licenses and utility payments.

9. Assists in the cash-up of daily receipts as needed.

10. Responsible for ordering supplies and maintaining contracts. Receives requisitions for office supplies; purchases and maintains inventory for departments as needed; and monitors services provided to the Town.

11. Answers telephone, directs calls to appropriate person and takes messages as needed.

12. Serves as Deputy Town Clerk: Birth certificates, marriage licenses and death certificates.

13. Serves as Deputy Registrar of Voters: Maintaining current voter lists.

14. Serves as Motor Vehicle Agent.

15. Attends in-service training, seminars and workshops as approved.

16. Performs clerical work such as filling, typing and maintaining records as required. Provides secretarial assistance to the Town Manager and departments as assigned. Types memos, forms, reports, agendas and general correspondence as well as composes letters and memos in response to standard inquiries.

17. Other work as assigned.

REQUIREMENTS OF WORK

1. Considerable knowledge of arithmetic; ability to perform computational operations and handle money.

2. Considerable knowledge of modern office practices, procedures and equipment.

3. Proficient using software applications including Excel, WordPerfect 9.0 and ability to learn other municipal applications.

4. Ability to work independently, to understand and carry out assignments from general, oral and written instructions.

5. Skilled in organizing work and setting priorities among variable workload.

6. Ability to handle confidential material as it pertains to payroll processing.

7. Ability to acquire considerable knowledge of operational and procedural regulations of various tasks.

8. Ability to establish and maintain cooperative and courteous relationships with the general public, employees and public officials and act firmly and courteously under adverse or strained conditions.

TRAINING AND EXPERIENCE

Prefer that candidate has graduated from a secondary or vocational school with training or experience in bookkeeping and/or clerical work. Post-secondary training in business highly desirable. Must be able to type, input and retrieve information from computers using Excel and Microsoft Word, as well as other computer software.

Proven work experience with responsible customer service and receptionist background. Experience in bookkeeping, accounts payable and accounts receivable is highly recommended and /or any equivalent combination of experience and training. Previous experience working in either municipal or other public sector would be of assistance.

C:\MD\JOB DESC\FINANCE CLERK
06/2010

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:

How Did You Learn About Us?

☐ Advertisement ☐ Friend ☐ Walk In
☐ Employment Agency ☐ Relative ☐ Other:

Last Name	First Name	Middle Name
Address *Number* *Street*	*City* *State*	*ZIP Code*
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide the required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

On what date would you be available for work? _____
Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?
Conviction will not necessarily disqualify an applicant from employment. ☐ Yes ☐ No

If Yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Indicate any foreign language(s) you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training, received in the United States Military.

Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

_____
_____
_____
_____

Additional Information

Other Qualifications
Summarize special job-related skills and qualifications acquired from employment or other experience.

_____
_____
_____
_____

Specialized Skills

Check Skills/Equipment Operated

		Production/Mobile Machinery (List):	Other (List)
____ CRT	____ FAX		
____ PC	____ Excel	_____	_____
____ Calculator	____ PBX System	_____	_____
____ Typewriter	____ Microsoft Word	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

_____
_____
_____

Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

____ Yes ____ No

References

1. _____ (Name) ( ) _____ (Phone Number)
   _____ (Address)
2. _____ (Name) ( ) _____ (Phone Number)
   _____ (Address)
3. _____ (Name) ( ) _____ (Phone Number)
   _____ (Address)
4. _____ (Name) ( ) _____ (Phone Number)
   _____ (Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to aide by all rules and regulations of the employer.

_____ Signature of Applicant _____ Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____ _____
Interviewer Date

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ _____
NAME AND TITLE DATE

NOTES _____

_____

_____

_____

_____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ☐ Yes ☐ No

Position Applied For: _____

_____

_____
DATE

NOTES: