

## **Office Assistant – Clerk**

### **Qualifications**

Applicants must possess an excellent working knowledge of Microsoft Word, Excel and Access. Must be able to multi-task and have the ability to change focus of the task at hand at a moment's notice. Must have excellent communication skills and be able to get along well with many different types of people. Most importantly, applicant must have the ability to be professional, courteous and maintain a high level of confidentiality. Applicant will be required to work some Saturday hours. Payroll experience and accounting degree preferred.

### **Job Description**

The Office Assistant – Clerk will be responsible for administrative support of the Business Office, Collector-Budget Officer, Zoning Department, Public Works Department, Mayor, and City Council. Responsibilities include, but are not limited to the following:

- Responsible for learning duties and procedures in order to provide back up to Office Assistant – Clerk performing front desk duties, utility billing duties, and payroll duties.
- Assist with accounts payable duties.
- Answering phone, directing calls to various departments, and fielding questions from residents.
- Waiting on walk-in residents who pay their utility bill, inquire of applications, etc.
- Open night drop boxes and sort payments.
- Posting utility and miscellaneous payments.
- Balance money drawer and prepare deposit for bank.
- Sign up new utility customers.
- Gas Emergency Calls.
- Various other duties.