

# CASCADE CHARTER TOWNSHIP

## POSITION DESCRIPTION

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|--------------------------------|-----------------------|
| <b>Title:</b>                  | Accounts Clerk I      |
| <b>Department:</b>             | Finance               |
| <b>Reports to:</b>             | Finance Director      |
| <b>Position(s) supervised:</b> | None                  |
| <b>Employment Status:</b>      | Full-Time; Non-Exempt |
| <b>Pay Grade:</b>              | 6                     |

### BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Finance Director, the Account Clerk I provides support to the Finance Department in fulfilling duties of the Finance office for the function of tax administration, collection of funds, record keeping, data input and investing of funds for the Township.

### ESSENTIAL FUNCTIONS:

1. Collect taxes and answer questions from the public in regards to the tax statements.
2. Assist in the compilation of reports.
3. Follow State procedures for the collection of delinquent personal property taxes.
4. Assist and support in maintaining the Townships finance software.
5. Assist in reconciling deposits and bank statements in a timely fashion.
6. Assist with front desk duties (phone, walk-ins, dog licenses)
7. Assist in the processing of Accounts Payable
8. Provide back-up for various administrative functions.,
9. All other duties as assigned.

### BASIC SKILLS AND KNOWLEDGE

1. Proficiency in 10 key calculators, telephones and other standard office equipment.
2. Produce work in a timely manner in an environment where interruptions are constant.
3. Ability to research records and release information regarding taxes due or paid on property within the Township.
4. Good telephone and communication skills.

5. Ability to establish and maintain effective working relationship with fellow employees.
6. Strong ability to listen to taxpayers.
7. Good computer skills including Microsoft Office package and BSA.net software

**MINIMUM EDUCATION & BACKGROUND:**

- Associates degree in Accounting, Finance, or a related field.
- Minimum of one (1) year experience in accounting and/or finance, preferably in a municipal setting.
- Combination of education and experience is acceptable.
- Must be bondable

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- Little or no exposure to noise, weather conditions, heavy machinery or hazardous materials.

**MINIMUM PHYSICAL EXPECTATIONS:**

- Position often requires keyboarding, telephone work and filing.
- Position often requires extensive periods of time working on the computer and/or calculator.
- Position requires extensive periods of standing at the counter.
- Position requires extensive periods of reading numbers.
- Position may require an individual to push, pull or lift as much as 25 pounds.

**REVIEW AND APPROVAL:**

|                             |               |
|-----------------------------|---------------|
| _____<br>Position Incumbent | _____<br>Date |
| _____<br>Township Manager   | _____<br>Date |

*The material listed in this document is intended to describe the general content and requirements for the performance of this position. It is not to be considered an exhaustive statement of duties, responsibilities or requirements for the position.*