

## Job Description –FT Clerk– Town of Onley

### Necessary Skills

Should be proficient in QuickBooks Accounting Software, Microsoft Word, Excel, Outlook and Citi Pak Accounting Software. Must have the ability to establish and maintain effective working relationships with Town Officials, Employees, and the General Public. Must have the ability to organize and maintain records.

### Duties include but are not limited to the following:

1. Run the daily day to day operations of the Onley Town Office by greeting customers, answering multi-line phone system and fielding calls appropriately, handling citizen complaints and collecting town revenue payments (decal sales, tax payments, BPOL etc.)
2. Responsible for all payroll needs (W-2's, W4's, 1099's, 941's, VA-5's, VEC Reporting, checking employee time cards, payroll calculations and processing payroll)
3. Attend Town Council meetings to present any necessary reports (Treasurer's Report, Public Works Report etc.) and keep Meeting Minutes.
4. Responsible for preparing all Council Reports for monthly Council packets
5. Processing Accounts Receivable/Prepare Town bank deposits
6. Reconcile Town's Bank Accounts/Statements on a monthly basis
7. Process Accounts Payable in a timely manner
8. Replenish, collect receipts and disburse petty cash
9. Process some grants (Litter grant, ATL grant)
10. Update Charter, Town Code and Ordinances as necessary
11. Assist Mayor, Vice-Mayor, Council and the Onley Police Department with administrative needs such as preparing letters and memos and making telephone calls
12. Prepare quarterly newsletters to residents
13. Gathering information and assisting auditors with Town documents as needed for yearly audit
14. Maintain Town website on a monthly basis
15. Handle Human Resource functions such as health insurance and leave inquiries
16. Prepare purchase orders using the Town's procurement guidelines
17. Track/Maintain & Order Office Supplies
18. Daily pick-up and delivery of the mail from the Post Office
19. Any and all other duties deemed necessary

**\*\*\*Some of the above duties may be in a back-up capacity to the Town Manager**