

## **Job Description –PT Clerk– Town of Onley**

The primary goal of the part-time Clerk position is to assist the Town Manager in a back-up capacity. The part-time Clerk reports directly to the Town Manager.

### **Necessary Skills**

Should be proficient in QuickBooks Accounting Software, Microsoft Word, Excel, and Outlook. 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. The ideal candidate will also be willing to learn FMS/Citipak Accounting Software.

### **Duties**

**\*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 (tax payments, zoning fees, BPOL, etc.)
2. Responsible for some payroll needs (employee timecards, payroll calculations and processing payroll)
3. Keep Minutes for Town Council meetings
4. Prepare 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. Assist Mayor, Council, Town Manager and the Onley Police Department with administrative needs such as preparing letters and memos and making telephone calls
10. Prepare quarterly newsletters for residents
11. Gathering information and assisting auditors with Town documents as needed for yearly audit
12. Prepare purchase orders using the Town's procurement guidelines
13. Track/Maintain & Order Office Supplies
14. Daily pick-up and delivery of the mail from the Post Office
15. Any and all other duties deemed necessary

### **Hours**

The part-time Clerk is expected to work 20-25 hours per week, depending on need.

### **Rate of Pay**

\$16.00 - \$18.00 per hour depending on qualifications and experience