

Office Associate/Cashier (Part-Time Position)

General Definition of Work

Performs intermediate clerical work assisting customers, receiving and posting payments, and receiving, balancing and depositing monies, preparing and maintaining records and related work as required. Work is performed under the limited supervision of the Clerk/Treasurer.

Essential Functions

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists customers; receives payments; directs complaints to appropriate individual if unable to assist
- Answers telephones and directs incoming calls to appropriate staff
- Processes invoices by verifying coding, purchase orders and checking for duplication
- Assists with preparation of Town Council Packets
- Assists with year-end analysis reports for auditors
- Prepares and deposits monies received
- Files various forms and paperwork
- Assists with preparation and distribution of billing process
- Processes outgoing mail
- Opens, distributes, and processes incoming mail
- Witnesses and authenticates the execution of certain classes of documents (e.g., deeds)
- Collects returned checks
- Activates and deactivates water/sewer accounts
- Prepares water/sewer work orders
- Performs related tasks as required

Knowledge, Skills and Abilities

General knowledge of standard office practices, techniques, procedures and equipment; general knowledge of utility billing policies and procedures; strong knowledge of Microsoft Office software applications; knowledge of Adobe Acrobat Pro; ability to operate standard office machines, including cash register and computer; ability to perform detailed record work; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High School diploma or GED, moderate accounts payable experience preferable, general office and customer service experience or equivalent combination of education and experience.

Physical Requirements

This is medium work requiring the exertion of 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force regularly to move objects; work requires crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements

None

Licenses or Certifications:

Notary Public

Created: February 2, 2018

Revised: February 2, 2018

The Town has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

The Town is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.