

TOWN OF FARMINGTON

Counter/Payables Clerk

The Town of Farmington is seeking applicants for a Counter Clerk with Payables background. This is a full-time 40-hour per week position offering competitive pay and benefits. A positive attitude, strong customer service capabilities and accurate data entry skills are necessary. Counter clerk duties include but are not limited to assisting with the collection of real estate taxes and sewer bills, processing motor vehicle registrations, issuing various licenses, and other general clerical responsibilities. Candidate will also be responsible for collaborating with the Director of Finance to ensure the accurate processing of the Town warrant and payables. Prior municipal experience, accounting/ bookkeeping experience, proficiency with Microsoft Office and knowledge of TRIO software is a plus, but we will train.

Applications and complete job description may be found on the Town's website at <https://www.farmington-maine.org> or obtained at the Farmington Municipal Building, 153 Farmington Falls Road, Farmington, Maine 04938. Email your completed application, cover letter and resume to the TownClerk@Farmington-maine.org. Applications will be accepted until the right candidate is found. If you have any questions, please call Leanne E Dickey, Town Clerk/Treasurer at (207) 778-6530. EOE

TOWN OF FARMINGTON
Counter/Payables Clerk

GENERAL PURPOSE:

Provides a variety of routine clerical and administrative work the area of payables as well as performing counter clerk functions outlined below.

SUPERVISION RECEIVED:

Works under the supervision of the Town Clerk, Town Manager, Director of Finance

GENERAL DUTIES:

- Performs cashier and counter clerk duties
- Knowledgeable in the processing and payment of registration of vehicles, ATV's & boats
- Knowledgeable in the processing and payments of all types of licenses including Vital Records, hunting, fishing, and dog.
- Collects payments for real estate taxes and sewer
- Knowledgeable of the Town's computer programs: TRIO, MOSES, DAVE, CVR, WORD, EXCEL, OUTLOOK
- Responsible for getting bills in order every two weeks from each town department, verifying amounts on slips for accuracy, verify account codes for proper assignment of budget expenditure; resolve disputes with accounts and get items ready and scanned to the accountant to be paid.
- Responsible for maintaining accurate account files of bills paid.
- Responsible for mailing all invoices for services provided by the various departments.
- Responsible for processing the billings for Bulky Waste.
- During election time assist with absentee ballots, registering voters and potentially working at the polls as needed.
- Assist with work on 30-day notices, Liens, and Foreclosures

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

- A. Graduation from high school or GED; college or business school training would be a plus
- B. Two (2) years of related experience; or

- C. Any equivalent combination of education and progressively responsible experience
- D. Previous municipal experience

TOOLS AND EQUIPMENT USED:

Typewriter, computer, calculator, phone, copier/fax machine, voting equipment

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee occasionally is required to sit; climb or balance; stoop, kneel, crouch, talk and hear.

The employee must occasionally lift and /or move up to twenty-five pounds. Specific vision abilities required for close up work and computer work with ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIROMENT:

The noise level in the work environment is moderately quiet in the direct office but noise volume from central office can filter in.

Must be able to quickly adapt to change in pace or schedule.

Must be accommodating to voters and able to move quickly to assist in different areas in the voting hall.

The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.