



Town of Farmington
153 Farmington Falls Road
Farmington, ME 04938

Position: Accounts Payable Clerk / Counter Clerk
Department: Administration
Classification: Hourly H8
Pay Range: \$23.00 to \$28.50

GENERAL PURPOSE:

Performs routine clerical, bookkeeping, and administrative work in the accounts payable function of the Town, as well as performing counter clerk functions.

SUPERVISION RECEIVED:

Works under the supervision of the Finance Director.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes claims and vouchers for payment; matches invoice with purchase order; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditure; resolves disputes within area of authority and responsibility.
- Responsible for the disbursement warrant being run on a bi-weekly basis.
- Responsible for mailing all invoices for services provided by the various departments.
- Enters expenditure data on ledgers, control sheets, vouchers, warrants and other accounting records; enters accounts payable expenditures into financial system.
- Performs cashier and counter clerk duties.
- Knowledgeable in the processing and payment of registration of vehicles.
- Knowledgeable in the processing and payment of all types of licenses including: marriage, hunting, fishing and dog.
- Collects payments for real estate taxes and sewer bills.
- Knowledgeable of the Town's computer system.
- Performs other duties deemed necessary by the Finance Director and/or Town Manager.
- In the absence of the Town Clerk, will fill in and perform some of the Town Clerk duties.
- Assists with elections by processing some absentee ballots and voter registrations, as well as assisting at the polls counting ballots and packing up.

DESIRED QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent with specialized coursework in general office practices such as typing, accounting, data processing; and
- Two (2) years of increasingly responsible related experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of basic computer programs including word processing, spreadsheets and email.
- Working knowledge of modern office practices and procedures
- Working knowledge of governmental accounting principles and practices.
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish successful working relationships
- Ability to work under pressure and/or with frequent interruptions.

TOOLS AND EQUIPMENT USED:

Computer, including financial system, word processing, spreadsheet software, calculator, phone, fax, postage machine and copy machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be granted to enable individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be granted to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various 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 a 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.