



## **Job Description**

**Title:** Finance Clerk

**Department:** Finance Department

### **Nature of work:**

Performs administrative work while maintaining records for the Finance and Human Resources departments. Assisting with various financial administrative tasks such as data entry, and processing transactions. This role requires attention to detail, accuracy and knowledge of basic accounting principles.

**Work Schedule:** Monday – Friday 25 hours per week; flexible 5 hour per day work schedule as approved.

**Wage:** FY'25 \$18.35 per hour / FY'26 \$18.90 per hour

**Supervision Received:** Receives supervision from the Human Resources Director in collaboration with the Finance Accountant and Treasurer.

**Supervision Exercised:** None

### **Essential Responsibilities:**

- Main point of contact at the finance counter and office phones answering inquiries from the public and vendors.
- Assists with quarterly utility bill and property tax bill mailings.
  - Will assist in entering tax and utility payments as required, during collection times.
- Monitoring of vendors for discount opportunities, verifying federal ID numbers, and resolving purchase order, contract, invoice or payment discrepancies and documentation.
- Assist with accounts payable duties such as verifying all invoices for payment, ensuring that expenditures are charged to appropriate accounts.
- Assist with various miscellaneous administrative duties in the Human Resources & Finance department as required.

**Non-Essential Duties and Tasks:** The responsibilities and duties listed above are examples 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.

**Competencies Needed:** *We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless specifically stated as required.*

- Requires a high school diploma or equivalent, supplemented by college level coursework, or relevant experience. Administrative experience preferred.
- Knowledge of modern office practices, procedures, and equipment, including the ability to use common computer applications. (Microsoft Suite, Google).
- Ability to maintain a high level of confidentiality.
- Flexibility, excellent time management and high attention to detail and capacity to prioritize tasks. Ability to balance multiple responsibilities in a fast-paced environment.
- A willingness to examine existing systems and refine or improve them as necessary. Must be forward-thinking and open to innovation and change.
- Must be able to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
  - Ability to actively support in providing a welcoming workplace and respectful environment for all, including cultural competency, while working effectively across diverse cultures and constituencies.
- Ability to communicate effectively with the public, elected officials and other government agencies.
- Must be able to communicate effectively verbally and in writing.
  - Able to think quickly under pressure, react to always changing situations, and able to communicate effectively.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within the field.

**Physical Demand:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position.

Reasonable accommodation may be provided to enable individuals with disabilities to perform their work duties. While performing their duties the employees must be able to communicate verbally or hear. The employee is frequently required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach or twist and able to climb stairs. The employee may occasionally be required to lift or move up to 25 lbs. Specific vision abilities require the ability to read computer screens and printed documents including close, distance vision, with the ability to adjust focus with or without correction. Hear in the normal auditory range with or without correction. Must tolerate moderate noise levels and interruptions in a moderate to fast paced environment.

**Work Environment:**

Work duties are primarily performed in an office setting in moderate to fast paced work environment. Must be able to abruptly switch focus several times a day to address frequently changing priorities. Requires the ability to maintain mental focus within an open office atmosphere. Will be sitting, or standing while receiving, and directing calls with extensive use of a telephone, a computer and keyboard. Ability to work in a confined area (vault).

**Union Status:** No Union affiliation, new hires are on a 1-year probationary period from date of hire or transfer.

**FLSA Status:** Non-Exempt (hourly employee).

*The Town of Brattleboro is committed to being a leader in providing a welcoming workplace and respectful environment for all. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our high performance in public service.*