**Position Purpose:**

**20 hours a week.**

**Primarily responsible for Accounts Payable, deposits and some General Ledger items.**

Under the supervision of the Treasurer, serves as the number two person in the department for supervisory oversight, coordination and direct execution of all duties and responsibilities of the office of County Treasurer pursuant to the Massachusetts General Laws. Performs assigned varied and responsible Treasurer’s Office duties requiring a thorough knowledge of the Treasurer’s Office and its functional area. Serves as the County Treasurer in the Treasurer’s absence; and performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

* Assists the County Treasurer with the day-to-day operations of the office.
* Performs the pickup, date stamping and distribution of mail.
* Supervises and trains Parking Clerk department employees
* Acts as an informational resource to department heads, employees, vendors, and the general public regarding policies of the Treasurer’s Office for payment of bills, and parking clerk laws. Generates and provides reports.
* Participates in seminars and educational training regarding accounting software and overall County policies. Expected to be an integral part of the development of programs for the office.
* In the absence of the Senior Financial Clerk, provides new employee on boarding and answer general benefit administration for county employees.
* Supervises Senior Financial Clerk in Treasurer’s absence.
* Processes accounts payable verifying that proper supporting documentation is attached to all warrants. Maintains accurate, detailed records as well as completes the copying and filing for proper retrieval of paid vendor invoices. Prepares expenditure reports for county departments. Prepares cash transfers from other departmental funds to deposit in county’s accounts payable account.
* Prepares preliminary data for department budget.
* Process American Express, AV-FUEL and other applicable ACH payment vouchers in accounting program. Verify the warrant information provided by other departments. Creates and maintains excel spreadsheet reports for certain grant and fund administration. Processes county revenue. Maintains records of income to county and all other agencies and funds under the county umbrella. Enters detailed information in accounting software for proper categorization of income. Prepares deposits for proper bank accounts for software entry and completes the deposits at the bank.
* Participates in entering and balancing the new fiscal year budget information into accounting system.
* Reviews departmental monthly appropriation reports to see if they are over budget and notifies Treasurer.
* Works with county auditors to provide information requested and explain functions of the Treasurer’s Office.
* Process walk in customer payments for The Trustees of the Reservation over sand permits, hunting and fishing licenses.
* In the absence of the Treasurer, has signature rights on all county bank accounts and the responsibility to ensure that sufficient funds are available for all payments of the county.
* Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor’s degree in business or management. Five years of progressively responsible experience in business or public service; or any equivalent combination of education, training and experience. MA Department of Revenue Training preferred.

Knowledge, Ability and Skill:

*Knowledge.* Duties require comprehensive knowledge of MGL Chapter 35 and MGL Chapter 34A. Must have knowledge of municipal accounting including accounts payable, accounts receivable, and benefits management.

*Ability.* Must have the ability to work independently on administrative problems. Ability to deal appropriately and effectively with employees and general public. Ability to perform a variety of clerical activities in the processing of accounts payable and accounts receivable, receipting of income and organization of work. Ability to establish and maintain working relationships with county officials and departments, and outside agencies. Ability to exercise initiative in resolving issues and the ability to solve accounting problems. .

*Skill:* Strong analytical skills required. Duties require the use significant manual skills requiring finger dexterity and motor coordination. Examples are using a calculator, typing, computers and ticket devices. Good organizational, administrative and supervisory skills.

**Physical Requirements**:

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

Minimal physical effort required in performing duties under typical office conditions. Ability to operate a keyboard and calculator at efficient speed. Required to work at a computer for long periods of time. Specific vision requirements include close vision and the ability to adjust focus.

May be occasionally required to push/pull/lift books, boxes, paper up to 30 pounds.

**Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to independently perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems. Handles difficult customer service requests.

*Supervision Received:* Under direction of the County Treasurer, working from departmental policies and procedures: employee functions independently referring specific problems to the Treasurer only where clarification or interpretation of policy or procedure is required.

*Supervision Given:* None.

**Job Environment:**

* Work is performed under typical busy office conditions.
* Operates a computer, copier, calculator and other standard office equipment.
* Job requires making contact with other employees, general public, attorneys, and court officials.
* Has access to department-related confidential information such as employee benefits information.
* Errors could result in significant delay and confusion, adverse public relations, legal and/or financial repercussions to the County.

*This 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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*