

**ACCOUNT CLERK II
TOWN CLERK/TAX COLLECTOR'S OFFICE**

Job Summary

Performs varied clerical bookkeeping duties of a responsible nature. Position involves dealing with the general public under a variety of conditions and requires attention to detail. Must be able to maintain adequate working relations with other employees.

Supervision Received

Work is performed under minimal supervision of the Deputy Town Clerk/Tax Collector; performs routine duties independently. Both local and State rules and regulations govern the many functions that are performed within the Department. The supervisor is consulted when these rules and regulations need explanation or clarification. Accounting work is balanced at the end of the day and monthly reports are reviewed by supervisor

Supervision Exercised

Minimal.

Examples of Duties

(Any one position may not include all of the duties listed, or do the listed examples include all duties, which may be found in positions of this class.)

1. Collects from the general public all forms of taxes, including property taxes, commercial sewer rents, yield taxes, and current use taxes.
2. Processes and reconciles cash receipts (counter and mail transactions) on a daily basis from individual cash drawer. Balances all tellers' work; drafts deposit slip; and submits deposits to bank when assigned.
3. Calculates, prepares, and collects motor vehicle and boat registrations and related fees, including renewal, new, and transfer registrations; it also includes the process of preparing title applications and collecting for same. Opens and verifies mail-in registrations, and processes mail-in registrations when assigned.
4. Checks status of taxes through the computer and tax warrants. Calculates interest and penalties for delinquent accounts and gives pay-off figures for same. Calculates late fees and posts and balances late fees.
5. Prepares duplicate tax bills and receipts.
6. Prepares marriage licenses; prepares certified copies of vital statistics filed in the Department (death, marriage, and birth records). Balances certified copies of vital statistics, enters official information, and mails to State when assigned.

7. Receives incoming telephone calls; provides general information or refers calls to the appropriate department. Files daily work of entire Department; puts voided permits in numerical order and files in the vault when assigned. Keeps a record of all voided Title Applications.
8. Issues "Solicitation of Funds" permits; collects fees; submits to Town Clerk/Tax Collector for approval.
9. Prepares and collects related fees for dog licenses and group licenses. Requests rabies notifications from veterinarians when necessary. Prepares annual dog licensing notices. Collects and processes dog fines.
10. Processes voter registration and change of party for the voter checklist and reports deaths to Supervisors of the Checklist for voter registration. Prepares and processes absentee ballots.
11. Incorporates, reconciles, and prepares for deposit all individual cash receipts on a daily basis.
12. Files paid invoices, motor vehicle registration materials, and other financial documents.
13. Collects and processes parking fines.
14. Orders State supplies as needed.
15. Mails out and receives payments for commercial sewer bills. Posts payments in computer and balances with daily work.
16. Attends workshops to keep abreast of new laws.

Performs other related duties as required.

Knowledge, Skills, and Abilities Required

Good knowledge of business English, spelling, and mathematics; some knowledge of bookkeeping principles and procedures; some knowledge of office equipment and procedures, including computers; ability to reconcile and prepare accurate records; ability to maintain financial statements on a daily, monthly, and yearly basis; ability to apply judgment to provisions of laws, regulations, and programs; ability to type accurately with reasonable speed; ability to work effectively with the general public and other employees; ability to follow oral and written instructions.

Minimum Qualifications Required

High school diploma or the equivalent with areas of study in the business field, including office procedures, accounting, typing, filing, and work study, plus four years of experience in working with the public; clerical and bookkeeping experience necessary; or any equivalent combination

of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

Working Conditions

Duties are performed in a confidential environment while working almost constantly with customers. Work is often interrupted by telephone calls, inquiries from co-workers, etc. The individual must be able to handle demands for information with immediate response, and is expected to perform other duties when not working with individual customers.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 **3** 4 5 6 7 8

Stand 1 **2** 3 4 5 6 7 8

Walk **1** 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 **6** 7 8

Stand **1** 2 3 4 5 6 7 8

Walk **1** 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 95% Outside: 5%

EQUIPMENT USED: Computer, telephone, copy and FAX machine, scanner, calculator, postage machine.

HAND MANIPULATION

Grasping: Frequently required.

Handling: Frequently required.

Torquing: Not required.

Fingering: Frequently required.

CONTROLS AND EQUIPMENT: Computer, calculator, scanner, copy machine, Fax machine, telephone, postage machine.

LICENSURE/CERTIFICATION REQUIREMENTS:

During Training Process, it is required to become certified as a Municipal Agent to process State work for motor vehicle registrations and complete and pass the State of New Hampshire Election Training Module.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

Specific Vocational Preparation Requirement(s):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.