

TOWN OF HOLLISTON

JOB DESCRIPTION

Job Title:	Principal Clerk- Receivables	Date:	8/23/2016
Department:	Treasurer/Tax Collector	Grade:	300
Reports to:	Treasurer/Tax Collector	FLSA:	Non-Exempt

SUMMARY

Responsible for clerical, secretarial, and financial record-keeping duties to support accounts receivable.

ESSENTIAL FUNCTIONS

Screen incoming mail, calls and visitors; answer questions, or direct to appropriate staff member.

Open, download, balance and post all payments received via the mail, at the counter and from on-line services. Notify applicable departments of all on-line payments received.

Issue demand bills; issue warrants.

Post abatements/exemptions and refunds on tax receivables.

Prepare Municipal Lien Certificates.

Notify taxpayers/customers of returned payments.

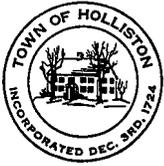
Process address and ownership changes.

SECONDARY RESPONSIDILITIES

É Travel to bank, as needed

É Act as back-up to Assistant Collector and Principal Clerk - Payroll.

Performs other position-related duties, as assigned.



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QUALIFICATIONS

Minimum Training and Experience

Requires a high school or equivalent and 1 year of job-related experience; or any equivalent combination of education and experience. Some knowledge of municipal laws, statutory requirements, and cash processing experience desirable. Must be proficient with Microsoft products such as Excel and Word.

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. While performing the duties of this job, the employee is frequently required to talk, hear, sit, and stand. The employee must occasionally lift and/or move boxes weighing up to 10 pounds.

The employee must have good vision to view computer screens, numbers and text and view documents for general understanding. Work requires strong manual dexterity in combination with eye-hand coordination for high-volume, high-speed keyboard input, data entry and filing.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in an office environment with public traffic.