



Part Time Deputy Clerk Treasurer's Office

General Description

This position performs specialized fiscal office work in collecting and accounting for money paid to the City. Work involves receiving a large variety of payments to the City and the State, maintaining the necessary records, and tasks related to the payment by the City of its obligations. Work is performed under the general supervision of the City Treasurer.

Essential Job Functions

- Receives, in person or by mail, payments for a variety of taxes, fees, licenses, permits, utility charges, and other revenues as week as issuing receipts.
- Prepares and mails statements for taxes payable: prepares lists of delinquent taxes.
- Monitors collections, runs reconciliations and resolves any issues with reconciliation of daily collections.
- Maintains general and subsidiary records according to established account classifications; posts entries; makes adjusting entries; balances against other records; prepares reports from records.
- Prepares a variety of reports, correspondence, statistical tabulations, fiscal statements, and other reports using computerized systems; verifies and distributes output.
- Prepares and reconciles banking activities as well as prepares and completes banking deposits.
- Reports state tax collections to the Virginia Department of Taxation; certifying the collections and assessment to the state.
- Answers telephone and receives inquiries, providing information based on considerable knowledge of departmental activities, or refers callers to appropriate personnel, as necessary and routes messages for department personnel in a prompt and courteous manner.
- Develops and updates a variety of information booklets and training/procedure manuals.
- Checks and processes payables and/or receivables and financial records; performs cashiering functions; checks purchase orders; balances daily collections; processes invoices if necessary.
- Performs other related job duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of modern bookkeeping and accounting methods, policies, procedures, and practices.
- Knowledge of local and State and local fiscal regulations, policies, and procedures as applicable to the collection and disbursement of City funds.
- Knowledge of modern office practices and procedures.
- Knowledge of the organization and functions of the City Government and its various departments.