

**Position Purpose:**

Performs responsible and complex administrative and clerical work requiring a great deal of attention to details and in maintaining financial records consistent with department policies and procedures. 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.)*

- Provides customer service for residents regarding any DPW requests, water payments, inquiries, and complaints
- Maintains department webpage including posting notices and creating online forms for residents to request and collect information.
- Organizes filing systems to comply with the Municipal Record Retention Schedule
- Coordination and tracking of fuel supplies, town trash collection and recycling.
- Manages Chapter 90 request and reimbursement paperwork, advertising, and submittals in compliance with DOT parameters.
- Responsible for cemetery management including sales of lots, creation of deeds, burials, headstone, and markers and retaining obituary and legal documents for deaths.
- Prepares accounts payable for DPW & Water, creating and tracking warrants.
- Coordinates payments to Treasurer, weekly and monthly.
- Tracks fiscal year budget for department and balance bi-weekly with Town Accountant.
- Coordinates continued training for programs and compliance requirements.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma; Associate's Degree in accounting or bookkeeping preferred; 1 – 3 years of related experience; or an equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of municipal accounting principles and Town government. Knowledge of applicable Massachusetts General Laws. Working knowledge of departmental operations as they relate to other town departments and offices.

*Ability:* Ability to organize time and to work independently and accomplish tasks. Ability to maintain detailed statistics, records, and clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, coworkers, other employees, other departments, officials, and other agencies. Ability to multitask.

*Skill:* Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Proficiency in MS Word and Excel; Excellent customer service skills.

Excellent written and oral communication skills as well as organizational 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.*

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs responsible duties which require independent judgment and considerable attention to detail and accuracy in carrying out operations.

*Supervision Received:* Works under the direction of the Executive Assistant and work is performed independently requesting assistance with unusual situations which do not have clear precedents.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; frequent contact with the public, vendors, local, state, and federal agencies and varied committees and groups; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Errors could result in delay or loss of services, monetary loss, or legal ramifications.

*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***