

**Town of Snow Hill
Job Description**

DEPARTMENT: Administration
JOB TITLE: Accounting Clerk I/ Accounts Payable
COMPENSATION:

JOB SUMMARY: Under supervision, the incumbent performs daily financial processing, recording and reporting for the Town. This individual reports directly to the Finance Manager.

GENERAL REQUIREMENTS

- Subject to emergency call-back with little or no notice
- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- In conjunction with Accounting Clerk -AR, performs receptionist responsibilities including answering and routing incoming phone calls and greeting guests;
- Reviews daily cash receipt batches and completes deposit preparation
- Process invoices, maintain purchase journals and subsidiary ledgers, and produce vendor payments for review by Finance Manager
- Provide invoice documentation as requested and respond to inquiries pertaining to expenditures.
- Process personal property tax billings and miscellaneous billings;
- Maintains files as required; Scan Invoices and other financial documents
- Assist the Finance Manager with annual audit and budget processes;
- Assists the Finance Manager with clerical duties;
- Perform other related duties as directed.

QUALIFICATIONS AND SKILLS

- High school graduate or equivalency;
- Knowledge of accounting principles and practices;
- Ability to communicate clearly and concisely;
- General knowledge of customer service;
- Excellent organizational skills and general knowledge of office practices and creating and maintaining a filing system;
- Proficient secretarial and clerical skills to assist office in preparation of correspondence and maintain files;
- Ability to prioritize tasks and multi-task as needed.
- Must possess a valid Maryland Class C driver's license.

ACCOUNTING CLERK II

- Must have two (2) years bookkeeping experience.

WORKING CONDITIONS

- Work is primarily conducted indoors with no exposure to inclement weather.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Mostly non-active work: Constant: sitting viewing; Constant: talking, hearing; Rarely pushing, pulling, carrying, and/or lifting.

Disclaimer: This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties assigned or required.

Benefits:

- As a full-time employee of the Town, you are eligible and required to contribute to Maryland State Retirement.
- As a full-time employee of the Town, you are eligible to participate in the Town's employee health benefits program.
- Health benefits eligibility date is the first day of the month.
- In the first year of employment, you are also eligible to accrue 3.33 hours per month of vacation leave. Personal leave is accrued annually at a rate of 12 hours per quarter. Sick leave is accrued at 8 hours per month. You are eligible for 15 paid holidays per year. This is subject to the Town's regular full-time benefits accrual procedures.
- The Town reserves the right to eliminate or modify any of its benefits at any time.