

TOWN OF BARRINGTON
Human Resources Department
Job Description

Part-Time Finance Clerk

Summary: Under the direction of the Director of Finance, and the Tax Assessor, this position is responsible for administrative duties such as recording monies coming into and leaving the department, assessment record updates, clerical duties and special projects as deemed necessary. The part-time finance clerk assists the department by greeting clients, answering inquiries, maintaining financial and assessment records, making necessary calculations to compute bills and charges, and aiding in finance and assessor tasks.

Much of the work involves a significant amount of interaction with customers, in person, over the telephone and written communication. The position works extensively within a computer based environment and will be trained on the programs. Relevant skills include customer service, ability to manage monies, attention to detail, reliability and ability to work independently.

Essential Duties:

1. Serve as the initial contact at the window for in person inquiries and transactions.
2. Answer telephone calls in a professional manner, providing accurate information.
3. All communication requires professional interactions with clients while relaying information, answering inquiries and providing explanations, remaining professional and respectful at all times. Guide clients through transactions carefully and intentionally, making all aspects as clear as possible. Make the necessary calculations to compute bills and charges.
4. Maintain property record cards, update building permit information, accept and process appeal and exemption applications as well as tangible returns.
5. Other tasks as assigned by the Finance Director or Tax Assessor

Supervisory: No

Qualifications:

This position requires customer service experience and cash handling experience. High school diploma or equivalent required. Minimum of three years office experience, preferably in a municipal setting.

Skills/Qualifications:

- Customer service
- Attention to detail
- Excellent verbal, written and interpersonal skills
- Reliability and strong work ethic, including ability to work independently
- Ability to problem solve, multi task and work well under pressure, while remaining calm and professional with customers.
- Diverse computer skills
- Basic mathematical skills

Physical Requirements:

Little to no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing.

There may also be some occasional lifting of objects such as books, office equipment and boxes (up to 30lbs.).

Salary:

PART-TIME-20-hours per week/ \$22 per hour

Position is OPEN until filled