

# TOWN OF EAST WINDSOR

## Job Description



**DEPARTMENT** TAX COLLECTOR'S AND TREASURER'S OFFICE

**TITLE** PART-TIME FINANCIAL CLERK

### **POSITION GOAL**

Assists with billing and collection functions as directed by the Tax Collector. Provides backup support for the Treasurer's Office, as needed.

### **PRIMARY DUTIES**

- Performs clerical duties required of the position up to a maximum of 35 hours per week. Hours and schedule are flexible to meet the seasonal needs of the tax office.
- Assists Tax Collector with general office duties including filing, record keeping and file maintenance.
- Assists taxpayers at counter and on the telephone in response to tax inquiries, including computer file research.
- Assists Tax Collector in sorting and mailing billings and notices.
- Posts payments and pre-balances bank deposits.
- Assists in opening and processing daily tax office mail.
- Assists with annual aircraft registration process; including billing, processing payments and filing state reports.
- Maintains and researches returned mail.
- Updates real estate tax records from CT-OP-236 Conveyance forms.
- Works independently during the absence of the Tax Collector and Financial Accounting Aide.
- Assists with the collection of sewer facility connection charges, benefit assessment charges, and parking tickets.
- Performs extensive data entry daily.
- Sorts and distributes Town Hall mail in resource room daily.
- Assists Treasurer's Office staff with filing, data entry and office organization.

### **ADDITIONAL DUTIES**

The above describes the most significant duties performed and are not to be considered a detailed description of every duty that is required of the position. Other related duties will be assigned.

### **SUPERVISED BY**

Works under the day-to day supervision of the Tax Collector, and under the Treasurer in the Tax Collector's absence.

### **QUALIFICATIONS PROFILE**

Good general office skills with computer proficiency, excellent math skills and the ability to balance daily tax collections. Candidate must be accurate, attentive to detail, able to communicate effectively both orally and in writing. Excellent interpersonal skills are required.

### **LICENSE AND CERTIFICATION**

Must be eligible for bonding and have valid motor vehicle operator's license.

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Part-Time Financial Clerk  
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### **REQUIRED PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Ability to:

- work in an office setting subject to continuous interruptions and background noises,
- operate standard office equipment including: calculator, facsimile machine, copier, telephone, computer, printer and similar office equipment,
- work under stress from demanding deadlines and changing priorities and conditions,
- remember multiple tasks and assignments given to self and others over long period of time,
- hear normal sounds with some background noise and to communicate effectively,
- perform gross body coordination and perform tasks that require hand-eye coordination, carry, lift documents and equipment weighing up to 20 pounds.

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This is a part-time non-union position.