



Town of Windermere Job Description

JOB TITLE

Admin/Finance/Town Clerk – Part Time

DEPARTMENT

Admin/Finance/Clerk

PAY CLASSIFICATION

FLSA: Non-Exempt Hourly

GENERAL PURPOSE

The administrative/finance/clerk assistant is responsible for providing financial, administrative and clerical support services in order to ensure effective, efficient and accurate financial and administrative operations. The admin/finance Clerk must comply with all Applicable Financial Administration Acts and Statutes, Generally Accepted Accounting Principles and Town policies and procedures.

DIRECT REPORT

Town Manager

ESSENTIAL JOB FUNCTIONS

Work involves responsibility of providing support to the administrative, finance and Town Clerk departments, including answering phones, greeting residents and responding to records requests and assisting the finance department in recording daily cash receipts transactions.

Assists in performing the day to day operations in processing financial and clerical transactions.

Entering data input into the accounting software application ensuring Town finances are maintained in an effective, compliant up to date and accurate manner.

Assists in preparation of verification and processing of invoices and coding payment documents.

Assists in maintaining phone system, copiers, postage machine and admin town equipment.

Support and assisting administrative assistant with committee events.

Covers the front desk for the administrative assistant and police clerk during lunch hours.

Perform any other duties assigned by the Town Manager.

MINIMUM QUALIFICATIONS

This position necessitates excellent written and verbal communication skills as well as analytical aptitude

Considerable knowledge of working office dynamics, modern office practices procedures and equipment, business English, punctuation, spelling, grammar, mathematics, computers, Microsoft office and Microsoft Excel.

Ability to multi task and meet deadlines with minimal supervision.

EDUCATION/EXPERIENCE

Graduation from high school or recognized equivalent certification, including or supplemented by course work in computer science, typing, and business practices, training in software usage, (any relevant programs).

Experience in accounting is highly desired.

Any equivalent combination of education and experience may be substituted for the minimum qualifications

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Florida Driver's License

PHYSICAL REQUIREMENTS

This position requires limited physical effort but may require the occasional lifting and/or moving up to 25lbs. Ability to sit and/or stand for extended periods of time, Visual acuity (with or without correction), manual dexterity, sufficient hearing (with or without correction) clear and precise verbal communication.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

January 9, 2012
Revised January 26, 2018

Signature

Date