

Full Job Description

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The Town of Prince's Lakes provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Deputy Clerk-Treasurer reports directly to Clerk-Treasurer for the Town of Prince's Lakes and is responsible for assisting the Clerk-Treasurer's office. Job Type: Full-time

DUTIES:

Performs duties of Payroll Clerk. Performs accounts payable. Social Media administrator, Performs standard, recurring duties. Performs other duties as assigned.

Posts Town revenue receipt activities, records retention, completing daily bank deposits, and reconciling bank statements.

Supports overall office operations by waiting on customers, answering the phone, accepting payments for a variety of Town services, greetings office visitors, taking messages, and directing callers and visitors to appropriate department or individual.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- High school diploma or GED. Must be at least 18 years of age. Possession of a valid Indiana Driver's License and demonstrated safe driving record. Open to applicants who do not have a college diploma

Ability to meet all employer and department hiring requirements, including passage of a drug test and/or alcohol test, and ability to submit to random testing as required by policy.

Working knowledge of standard office practices, standard filing systems and ability to create and maintain accurate files and records and computer software programs, such as Microsoft Office.

Ability to effectively communicate with co-workers. Ability to maintain confidentiality of department information and records according to State requirements. Willing to attend conferences out of town for training for educational purposes.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing up to 50 pounds, bending/reaching, keyboarding, close vision, far vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping objects.

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- Critical Thinker -- able to solve problems
- People-oriented -- enjoys interacting with people and working on group projects
- Team Player - Ability to work with others in a team environment
- Company's website: townofprinceslakes.com