

Title: Accounting Clerk I

Department: Treasurer, City of Franklin

Job Summary: Performs well-defined clerical, fiscal, and accounting-related work in support of office operations. Performs duties of routine difficulty involving the recording, processing and summarizing of fiscal/accounting related data, documents, and records. Consults with taxpayers by correspondence, telephone, and in person. Work is performed under the supervision of the Treasurer, with supervision provided by the Chief Deputy in the absence of the Treasurer.

Duties list to include but not limited to:

- Uses computer terminal for collections and accounting for tax collections of all types of taxes; keying in payments and running reports.
- Uses computer terminal for collections and accounting for monthly utility accounts including disconnections and new accounts.
- Resolves complaints from taxpayers about tax bills and assessments.
- Collects fees for permits, pet tags, etc.
- Performs a variety of filing tasks.
- Answers telephone, gives information, and explains procedures.
- Responsible for and balancing of daily cash drawer.
- Opens, sorts, and processes mail and night drop.
- Provides assistance to attorney's/title companies seeking tax related information.
- Sorts and prepares mailing, mailing receipts, etc.
- Performs other duties as may be assigned by the Treasurer and or designee.

Qualifications:

- Knowledge of clerical practice, office procedures and automated equipment
- Knowledge of accounting principles, practices, and data processing applications.
- Ability to communicate effectively with others in giving and obtaining information.
- Skill in oral and written communication.

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- Ability to perform computations with reasonable speed and accuracy.
- Possession of a high school or equivalent, vocational, or business school diploma indicating a basic clerical education necessary for performance of financially related work.
- Demonstrated ability to work with a minimum of direct supervision.
- Computer experience and knowledge of software programs for duties such as word processing, spreadsheets, payment processing (ex. Microsoft Office and Edmunds).
- Strong analytical skills.
- Possession of character traits including honesty, truthfulness, sense of responsibility, respect, and strong work ethic.
- Working knowledge of computers, calculator, fax machine, copier, and other office equipment as needed.
- Ability to be bonded.