



Job Description

POSITION: Finance Clerk

SALARY RANGE: \$58,000 to \$62,400

General Supervision:

Works under the direct supervision of the Town Administrator/Town Clerk.

General Description:

Full Time position with the Administrative Department. The hours will consist of 35-40 hours per week Monday - Thursday. Hours are flexible each month based upon job duties but are generally from 9:00 AM - 6:00 PM Monday – Thursday. Flexibility is required.

General Statement of Duties:

Responsible for finance duties including accounts payable, accounts receivable, bank reconciliations, payroll, budget, audit, and general ledger management. Assists the Town Administrator/Town Clerk and other staff when necessary. Will work closely with the contracted CPA.

Essential Duties:

- Accounting
- Accounts Payable
- Accounts Receivable
- Payroll/Reporting
- Budget
- Audit
- General Ledger
- Revenue tracking including sales tax
- Credit Card reconciliations
- Bank reconciliations
- Treasurer's reports
- Compliance reporting

Additional Duties

- Answering phones when necessary
- Customer service including taking payments when covering for front desk
- May assist Court Clerk with court preparation
- Bank runs- mostly on Thursdays when covering for front desk
- Balancing cash drawer every day and on Thursdays for bank run when covering for front desk
- Assist with events
- Special projects as assigned

Knowledge, Skills and Abilities:

- Proficient in Microsoft Office Suite and Adobe Acrobat Pro
- Excellent spelling, grammar and composition skills
- Must have typing and general office skills
- Exceptional customer service and telephone skills

Materials & Equipment Used:

- Computer
- Calculator
- Phone
- Scanner
- Copier/printers

Working Environment & Physical Abilities:

The majority of work is performed in an office and in other areas of Town Hall. Ability to lift approximately 30 pounds at times. Must be able to drive and have a good driving record.

Education, Experience & Training:

- High School Diploma or GED
- BA in Accounting or related field
- Notary Public Commission
- Governmental finance experience and/or education is preferred

General Requirements:

- Valid Colorado Driver's License