

JOB DESCRIPTION

09/09/2019

Finance Associate - Accounts Receivable

Nature of Work:

Full time higher-level administrative work under the supervision of the Township Manager. Assists with the billing, tracking and collection of Township Funds. Performs a variety of administrative related tasks.

Examples of Work:

- Accepts receipts for taxes and other monies due to Kalamazoo Township
- Balances cash drawers and or safe daily, creates deposit slips, prepares cash transmittal reports
- Maintains records and provides various reports of related activities involving but not limited to property taxes, special assessment, payroll, accounts payable, trial balance, and other various documents
- Posts and balances a variety of accounts and investments, performs journal entries as required
- Assists with the distribution of tax notices to proper mortgage companies and homeowners
- Assists the public by answering general questions with regards to Township services
- Answers calls from title and mortgage companies and other interested parties concerning taxes and special assessments
- Assists residents with questions regarding sewer or water hook-up and rental fees
- Assists the public as a Passport Acceptance Agent
- Handles emails, telephone calls and assists walk-in visitors. Receives complaints and requests for information or services, collects information from applicants for municipal services, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel.
- Operates various pieces of office equipment, such as copiers, faxes, scanners, and computer equipment.
- Performs a variety of other duties and activities related to special projects or programs, peculiar to the area of assignment.
- Performs various other clerical related tasks in a training capacity, or as workloads, temporary absences or emergencies dictate,

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: Associates degree preferred, must possess a high school diploma or the equivalent with courses in typing, bookkeeping, accounting and computer operations.

Necessary Special Requirements: May be required to be bonded if job assignments involve the handling and exchange of money.

Knowledge, Skills and Abilities: A minimum of two to five years of clerical support with account/bookkeeping and office experience or the equivalent. Positions in this classification will require proficiency in Microsoft Office, governmental software, automated data entry and retrieval, bookkeeping, record keeping and computer/software operation. . Excellent communications skills, organizational proficiency and the ability to work independently and meet required deadlines while completing other tasks. Able to perform work in a thorough and conscientious manner with attention to detail, identify problems and make well-informed and objective decisions, determine the accuracy and relevance of information, and use sound judgment. Able to adapt to changes in the work environment and manage competing demands. Ability to interpret and apply work related rules, regulations, laws and procedures.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Physical Demands and Working Conditions: While performing the duties of this job, the employee is required to stand, bend, walk, kneel, and lift and/or move items of moderate weight.

The physical demands and work environment characteristics listed above are representative of those an employee encounters while performing the essential conditions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

For purposes of Employment Standards, this classification is “Non-Exempt” from the overtime provisions of the Fair Labor Standards Act.

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