



Job Title	Finance Assistant
Department	Assessing
Employment Status	Full Time
FLSA Status	Non-exempt

Scope of Work

Under the direction of the Director of the Assessing, the Finance Assistant performs a variety of bookkeeping, billing, financial, secretarial, and administrative tasks for the Department.

Supervision

Received	Director of Assessing
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Answers phones, greets customers, and responds to questions from the general public, businesses, Town staff, board and committee members, banks, and attorneys.
- Provides routine clerical assistance to other office personnel.
- Researches and responds to inquiries from the public, other departments, vendors, banks, attorneys, etc.
- Provides backup coverage for other office positions in the department, when needed
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.
- Performs other duties as assigned.
- Perform other related duties as required.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

The following requirements **may be substituted by** any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities required to perform the job.

To be considered for the position, applicants must have at least:

- Graduation from a college or university with an Associate's Degree in Accounting, Financial Management, Business Administration, or related field, supplemented by at least four (4) years of experience in tax administration, accounting, finance, or a related field, preferably in a local or state government setting.
- Explains real estate taxes, excise taxes, personal property taxes, abatements, and procedures.
- Responds to questions relating to excise tax procedures.
- Processes monthly deeds from the county.
- Provides assistance in the preparation and distribution of real estate tax bills.
- Sends follow-up letters regarding excise tax and property sales.
- Reconciles daily receipts, processes abatements, exemptions.
- Acts as a backup to the Assistant Assessor in their absence.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Some periods spent outside subject to weather conditions while inspecting or directing work.
- Some walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone