

## Worcester County Job Opportunities

**DEPARTMENT:** TREASURER'S OFFICE  
**JOB TITLE:** ACCOUNTING CLERK II  
**COMPENSATION:** GRADE 10/STEP 1 \$28,995 ANNUALLY /\$13.94 HOURLY  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This individual is responsible for the collection and processing of County revenue. This includes, but is not limited to, property tax, utility bills, permits, fees and other governmental department's collections and reports to an Accounting Manager, but is under the direct leadership of the Finance Officer and Assistant Finance Officer.

### **GENERAL REQUIREMENTS:**

- Pre-employment background check

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Provide customer service for revenue collections of the department;
- Process and post payments to automated system;
- Prepare deposits from payments received;
- Review and process mail as appropriate;
- Process miscellaneous revenue items including, but not limited to, permits, MVA tag sales, and miscellaneous fees;
- Receive and prepare other government department's deposits as required;
- Answer telephone regarding customers' inquiries;
- Research processing errors and return payments where needed;
- File supporting processing and payment records;
- Assist in preparation of bills and notices sent to customers;
- Prepare deed transfer information, update data records, and collect transfer tax;
- Review and recommend new methods and procedures to make daily operations more efficient;
- General clerical duties including minor typing and any reports requested;
- Learn new processes and technology as necessary;
- Work with other departments and agencies necessary in the department's functions;
- Research and resolve taxpayer issues;
- Assist in researching customer account errors with SDAT, Clerk of the Court, or by other means at the direction of office supervisors;
- Assist in department research projects under the direction of office supervisors;
- Adhere to the Worcester County Government personnel rules & regulations; and work in a pleasant and harmonious manner with co-workers and the public;
- Perform other related duties as required as the position will be cross trained on other positions.

### **QUALIFICATIONS AND SKILLS:**

- High school diploma or equivalent with emphasis in Accounting;
- Must be computer literate;
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers;
- Ability to prioritize and multitask;
- Familiar with modern office practices and procedures including the ability to operate office equipment, such as FAX machines, copiers and calculators.

### **SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.

### **LOCATION:**

- Primary location is the Government Center in Snow Hill
- Secondary location as needed is the Isle of Wight Office