

PART-TIME
OFFICE ASSISTANT/DEPUTY TREASURER
DUTIES AND RESPONSIBILITIES

The Office Assistant/Deputy Treasurer will assist the Mayor, Town Council, Clerk, Treasurer and Utilities Department with all general clerical Town duties as requested by the about listed individuals.

Specific responsibilities include, but are not limited to the following:

- Open payments from the drop box in the morning
- Assist customers with payments, new service applications and work orders
- Assist with posting payments for utilities, taxes, other revenue and prepare bank deposits
- Assist with answering the telephone
- Update SchoolMessenger call system weekly for new or deleted accounts, or updated telephone information

As the designated Deputy Treasurer, responsibilities include collection of delinquent taxes and delinquent utility accounts, this involves DMV stops and set-off debt.

The regular work week consists of three (3) days, Monday, Thursday and Friday from 8:30 AM to 1:00 PM. The monthly procedures include specific due dates for payments, bill processing and cut-off, flexibility to work these times of the monthly is required in lieu of normal work week.

This is an hourly position with no benefits. Clerical and bookkeeping experience a must.

To apply for this job, please contact the Town Office at 757-899-2361 to obtain a job application.