

## TOWN OF OCEAN VIEW, DELAWARE

**Position Title:** Part-time Accounting Clerk (24 hours per week)  
**Department:** Finance Department  
**Reports to:** Finance Director

### General Statement of Duties:

This position involves the performance of accounting work of a skilled nature. The employee works under the general supervision of the Finance Director and supports the work of the Finance Department. Work requires independent judgment and is confidential in nature.

### Major Duties and Responsibilities:

1. Prepares and maintains accounts payable, including processing purchase order requests, issuing checks, and year-end reporting.
2. Reconciles deposits with daily log along with entry of receipts into the Town's Financial System.
3. Assist with processing bi-annual Gross Rental Receipt Tax returns. Assists P&Z department with determining eligibility status for Rental Licenses.
4. Assist with processing annual Property Tax Statements.
5. Allocation of monthly electric bills.
6. Collection of receipts and allocation of the Town's Purchase Card statement.
7. Assist with invoicing and processing reimbursable expenses
8. Receives and disburses cash from petty cash fund; balances petty cash fund with receipts.
9. Assists with Capital Assets and the year-end inventory process.
10. Assists Accountant and Finance Director with assigned projects and the annual audit.
11. Handles citizen inquiries, requests, and takes appropriate action.

### Required Education, Knowledge, Skills and Abilities:

Associate degree in accounting preferred. Three (3) years of experience in an office environment or equivalent course work, or any combination of education, training, and experience that provides the required knowledge, skills and abilities.

1. Knowledge of accounting and bookkeeping practices and procedures.
2. Knowledge of computer software programs such as spreadsheets, word processing, data bases, and financial programs (knowledge of Edmunds GovTech software solutions a bonus).
3. Ability to operate office equipment such as computers, calculators, and copy machines.
4. Ability to file documents alphabetically, numerically, and chronologically.
5. Ability to make rapid and accurate mathematical calculations.
6. Ability to communicate orally and in writing.
7. Ability to work cooperatively with coworkers, elected officials, public officials, and the public.

### Special Conditions:

This position is sedentary in nature and located in an office environment. Physical activities include walking, standing, or sitting for extended periods of time and operating computer equipment. Employee must undergo a pre-employment drug screening test, background check and must be bondable.

**Note:** This position description does not constitute an employment agreement between the Town of Ocean View and the employee and is subject to change by the Town of Ocean View as the needs of the Town and the requirements of the job evolve.