

Town of Hudson Principal Clerk -Finance Department

Definition

This position is responsible for providing administrative and clerical support services for the Finance Department under the direction of the Finance Director for the efficient and effective operation of the department.

Distinguishing Characteristics:

Works under the general direction of Finance Director or designee.

Performs responsible bookkeeping and recordkeeping duties of considerable difficulty; duties involve the application of prescribed procedures but require independent interpretation and the exercise of initiative and judgment.

Errors could result in considerable confusion and delay, and financial loss to the town and town employees.

Makes frequent contact with other town departments; has some contact with the public.

Has access to department-oriented confidential information.

Minimal physical effort required in performing duties under typical office conditions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Examples of Work:

Duties may include any of the following:

- Provides administrative services to the Finance Department by performing a variety of administrative, technical, fiscal and clerical responsibilities
- Interacts frequently with members of the public, vendors, Town Departments, State and outside agencies in person, over the telephone and via e-mail
- Handles phone and email inquiries from taxpayers, members of the public, and businesses
- Reviews, codes and processes all invoices, including school and veterans' bills
- Verifies, issues and registers accounts payable checks, processes and prints warrant for payment
- Reviews expense documentation and ensures expenditures are processed in accordance with Town budget and municipal policies
- Reviews, reconciles, and processes payments for Town credit card accounts

- Processes police detail and insurance payments
- Answers interdepartmental inquiries regarding account balances, payment of invoices, and all other accounting related issues
- Assists vendors with payment inquiries, address changes or any other requests
- Maintains current vendor register and verifies accuracy of required vendor forms
- Manages inventory and ordering of office supplies
- Facilitates maintenance of office equipment, including scheduling repairs
- Prepares department correspondence and maintains accurate records and files
- Performs other related duties as required

RECOMMENDED MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Preferred Qualifications

- Associate's degree in Public Administration, Business Administration, Finance or Accounting or equivalent, preferred
- Four years of experience in public sector finance and accounts payable or equivalent
- Experience with MUNIS software

Required Qualifications

- High School Diploma or equivalent
- Two years of relevant municipal finance and accounts payable experience or any equivalent combination of education, training, certification, and experience
- Working knowledge of Microsoft Office Suite particularly Excel

Abilities:

To communicate effectively both orally and in writing; understand and explain various types of correspondence, reports and media; maintain good public relations and maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public; to be diplomatic, professional and courteous when dealing with others, especially in contentious or confrontational situations; to meet deadlines and work independently and prioritize tasks; to multi-task and provide excellent customer service.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job.) Any changes made would be subject to the M.G.L. Chapter 150E process.

Title:	Principal Clerk – Finance	Department:	Finance
Reports to:	Department Head	Affiliation:	AFSCME Council 93 Local Union 3625
Grade:	7 (re-classified 8/26/1996)	FLSA Status:	Non-Exempt
Work Week:	37.5 Hours	Date: Revised 8/26/96	Updated: 2019