

**CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT
1875 Falmouth Road, Route 28
Centerville, MA 02632-3117**

From the office of:
PRUDENTIAL COMMITTEE
CLERK/TREASURER

Telephone (508) 957-8235
Fax (508) 790-2398

JOB POSTING

ASSISTANT CLERK/TREASURER. The Centerville-Osterville-Marstons Mills Fire District is seeking qualified applicants for the full-time position of Assistant Clerk/Treasurer. The Assistant Clerk/Treasurer reports directly to the District Clerk/Treasurer and would work with payroll and accounts payable. The successful candidate should have strong computer skills and a working knowledge of municipal finance laws as well as other applicable state and federal laws. Must be bondable. Excellent verbal and communications skills required. Salary negotiable depending on qualifications. Please submit resume and cover letter to the COMM Fire District, Treasurer's Office, 1875 Falmouth Road, Centerville, MA 02632 OR jsprague@commfiredistrict.com by September 30, 2020. EEO/AA Employer

CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

Job Description For Assistant Clerk /Treasurer to the Clerk /Treasurer

General Purpose:

Performs a variety of routine clerical, bookkeeping, secretarial and administrative work in keeping official records, providing administrative support to the Clerk Treasurer and assisting in the administration of the standard operating policies and procedures of the Prudential Operation and the Clerk Treasurer's office.

Supervision Received:

Works under the immediate supervision of the Clerk Treasurer.

Supervision Exercised:

None.

Duties & Responsibilities:

As Assistant Clerk:

Attends regular and special meetings of the Prudential Committee. Performs an accurate recording of the proceedings. Prepares the minutes in proper legislative terminology, and records, indexes and files them for the public record. Distributes information as requested.

Prepares and distributes minutes of previous meetings and other materials to the Prudential Committee and general public in a timely manner prior to any regular and special meetings.

Posts meetings of the Prudential Committee as requested. Receives and posts meetings of the Water Commissioners as requested.

Attends all elections in the District. Stationed with polling staff monitoring election day activities and security of ballots. Assists with the tabulation of the results.

Provides public records, information and assistance to the general public, media and other agencies as requested.

As Assistant Treasurer:

Compiles payroll data such as hours worked, overtime earned, and other pay classifications as requested by department heads. Makes deductions from gross pay in accordance with

federal and state law and written requests from employees. Produces the bi-weekly payroll checks.

Prepares bi-weekly and monthly warrants, remittances and payments of withholdings to the appropriate agencies.

Maintains master computer and manual files of all employees, including total hours, changes in name or address, salary changes, exemptions, insurance, etc.

Prepares distribution report of payroll to the general ledger prior to posting by Accounting Officer. Reconciles report to weekly and monthly warrant payouts.

Assists in the administration of payroll related employee benefit programs such as retirement, group insurance, deferred compensation, union dues and other optional employees programs. Investigates and solves payroll and/or benefits questions on behalf of the employees.

Processes direct deposits on bank software in accordance with written requests of employees. Reconciles amounts to be deposited to payroll system.

Processes accounts payable for the District, including verification of proper account codes for proper assignment of budget expenditure. Prepares the associated checks. Maintains files of paid bills.

Researches and answers any questions from department heads and/or vendors related to accounts payable.

Assists in reconciling the bank statements on a monthly basis, as necessary.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.

Assists in the procurement of office materials and supplies.

Receives and distributes incoming mail and processes out going mail.

Answers the telephone. Receives the public and answers questions; responds to inquiries from employees, citizens and others, and refers them, when necessary to the appropriate persons.

Performs other duties as assigned by the Clerk Treasurer.

Necessary Occupational Traits:

Knowledge:

Knowledge of bookkeeping and accounting practices and procedures.

Knowledge of general office practices and procedures.

Knowledge of personal computers.

Abilities:

Ability to understand and follow oral and written instructions.

Ability to solve medium-level accounting problems.

Ability to communicate effectively.

Minimum Education, Training and Experience Required:

High school degree or equivalent.

Associate degree in accounting preferred.

Experience on bookkeeping and/or office management.

Special Requirements:

A valid state driver's license or ability to obtain one within three months.

Must be bondable.

Tools and Equipment Used:

Personal computer, including word processing, spreadsheet software and computerized accounting program; PC-based computer system; 10-key calculator; phone; copy machine; fax machine.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The 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 change.

BY THE PRUDENTIAL COMMITTEE

Chairman

Carlton B. Crocker

James H. Crocker, Jr.

Effective Date: _____

Revision History: *Added Assistant Clerk - May 13, 1997*