



Job Title: Principal Clerk

Department: Treasure's Office

Hours: Monday – Thursday, 8:15am – 5:00pm, Friday, 8:15am – 12:15pm

Salary: \$20.57 - \$22.80 per hour, this is a union position

DEFINITION:

The Principal Clerk is responsible for assisting in the administration and collection of revenues for the City of Revere. He or she will respond effectively to questions about the status of unpaid bills and citations collect payments and process transactions accurately.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type 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 logically assigned to the position.

- Assists the general public in understanding and settling unpaid obligations to the City of Revere.
- Accurately collects and processes payments.
- Maintains an error free record of all transactions.
- Answers the public's questions in a courteous, respectful and professional manner.
- Follows up on any resident complaints or concerns related to the Treasurer's Office Functions.
- Receives and correctly applies payments for Real Estate Taxes, Personal Property Taxes, Water and Sewer Rates and 40u payments.
- Accurately reconciles all payments and their cash draw at the end of each day.
- Reconcile the online payments that were received from either the online portal or ACH.
- Reconcile all the income for the month in order to complete the monthly report.
- Reconcile all the bank accounts by category and report them on a monthly basis.
- Apply the 40U payments to the correct account and reconcile the 40u tickets and penalties with the Health Department and transfer 40u back to ISD upon approval.
- Generate the end of month reports for various collected amounts and the receivables that remain outstanding.
- Creates and uses macros for excel spreadsheets.
- Performs other related duties as required.

SUPERVISION RECEIVED:

The incumbent works as instructed and supervised by the Director of Finance. The incumbent is expected to be able to resolve conflicts, which arise and coordinate with others as necessary.

QUALIFICATIONS:

- Three to five (3-5) years experience with billing and collections ideally within a municipality; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- One to three (1-3) years of customer service experience required
- Bachelor's degree in business, accounting or similar field preferred.
- Advanced skill with Microsoft Excel required.
- Ability to speak Spanish preferred.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Candidate will be expected to learn standard operating procedures utilized by the collections department.
- Knowledge of personnel and business management techniques; knowledge of accounting and record keeping techniques.
- Knowledge of the land management process.

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with the general public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to process accurate data entry records.
- Ability to perform cashier duties.
- Ability to formulate excel spreadsheets in order to analysis data.
- Ability to work effectively in a fast paced environment.
- Ability to multi task in a fast paced environment

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products.
- Computer operation, automated data processing and software skills.
- Creative thinking, listening and problem solving skills.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to

perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to jobs@revere.org by 5:00 PM Friday, May 24, 2019.