



Town of Scarborough, Maine

259 US ROUTE ONE, PO BOX 360
SCARBOROUGH, MAINE • 04070-0360

Part-Time Finance Clerk – Revenue Office

The Town of Scarborough is seeking a part-time Finance Clerk to join the Finance Department Revenue Office. Duties involve friendly customer service to residents and visitors in the office and when answering phones. Responsibilities include processing various property taxes, registering vehicles, including automobiles, trailers, snowmobiles, ATVs, boats and issuing boat launch and beach permits. Work requires handling cash, checks and credit cards; preparing standard forms, reconciling accounts receivable and coding source documents for computer input.

Position Requirements: High School diploma or GED equivalent, general math skills, experience in customer service, handling cash, accounting and account reconciliation. Proficiency in the use of Microsoft Excel and Word is highly desirable. Applicants must be detail orientated and have excellent verbal and written communication skills. Preferred qualifications include: an Associate's Degree in accounting and knowledge of motor vehicle registrations. In lieu of the above, any equivalent combination of training and experience may be considered at the discretion of the Town of Scarborough.

The starting hourly rate for this part-time position is \$17.99 per hour, commensurate with experience. This position offers flexible hours, averaging 25 – 28 hours per week, with no weekend requirements anticipated. Applications must be received by Sunday, May 1, 2022. For additional information call 207.730.4025 or email hr@scarboroughmaine.org.

All job applicants are required to apply online: <https://applitrack.com/townofscarborough/onlineapp/>

-Equal Opportunity Employer-

Scarborough is a diverse community with a commitment to the quality of life and the environment. Scarborough offers lovely sandy beaches and the rocky coastline made famous by a local artist, Winslow Homer. The largest saltwater marsh in Maine is located within our boundaries along with Rachel Carson Wildlife lands. We also have a balance with our commercial businesses. The newest area for businesses to locate in Scarborough is along the Haigis Parkway, located right at Exit 42 off the Maine Turnpike. We are a suburban community that offers open spaces, parks and recreational areas for our residents and visitors.

Scarborough is conveniently located in Cumberland County in southern Maine, approximately 7 miles south of the City of Portland. It is just a short drive to Portland and the Maine Mall with easy access to the Maine Turnpike, Portland Jetport and now passenger rail service to Boston and points south. The Scarborough Town Hall is located at 259 U.S. Route 1, just south of the junction of Rt. 1 and Black Point Road/Gorham Road.

April 12, 2022



JOB DESCRIPTION

Title: Part-Time Finance Clerk
Department: Finance-Revenue Office
Status: Part-time, Non-Exempt
Revised: April 12, 2022

NATURE OF WORK

This is customer service collections and clerical work involving the keeping of fiscal records, processing receipts, invoices and the application of bookkeeping principles and judgment based upon experience in meeting work problems.

Employee of this class is responsible for professional friendly customer service and the performance of a variety of multi-tasking clerical functions requiring accuracy, initiative and independent judgment in standard work situations. Work involves the handling of large sums of cash, checks and credit cards and the preparation of standard forms and coding of source documents for computer input. Work is performed under the direction of the Finance Director and is supervised by the Tax Collector and Deputy Finance Director. Work is subject to review in process or upon completion for results obtained and through fiscal audits.

ESSENTIAL FUNCTIONS *(Illustrative examples; not intended to be all-inclusive.)*

1. Operates a variety of office equipment including calculator, computer, scanners, copiers, fax machines, etc.
2. Provides positive and friendly service to all customers.
3. Provides customer service by processing and collecting property taxes, excise taxes for new/renewed registrations of automobiles, trucks, trailers, special equipment, motorcycles, boats, recreational vehicles and mopeds, boat launch permit fees, parking tickets, beach passes and hunting and fishing licenses.
4. Assists customers with vehicle insurance questions. Assists mortgage companies with property tax questions.
5. Processes documented boat registrations.
6. Provides customer service for walk in customers and answers all telephone queries.

7. Assists in the preparation of state agency reporting for registrations issued and inland fisheries reporting.
8. Assists the Tax Collector with the tax lien process and discharges.
9. Balances daily receipts in Munis Financial software with cash drawers.
10. Assists with the daily revenue deposits for all departments.
11. May periodically review records and subsequent computer printouts to balance accounts and to identify suspense (prepaid) items or delinquent accounts for further action.
12. Assists in other Finance offices as required.
13. Reviews source documents such as vouchers, general billing invoices, property tax invoices, cash receipts, charge cards, purchase orders and vendor invoices for completeness and accuracy.
14. Performs other duties as required.

REQUIREMENTS OF WORK

Effective use of business English and spelling.

Knowledge of modern office procedures, filing, practices and equipment.

Ability to work with some independence in general work situations.

Ability to perform a variety of standard arithmetic computations.

Skilled in the use of calculator, computer equipment, etc.

Skilled in the use of computer software including Word and Excel documents as well as the Town's financial software packages.

Must deal effectively with others, both fellow employees and the public.

DESIRABLE EXPERIENCE AND TRAINING

High School diploma or GED equivalent, supplemented by courses in bookkeeping, accounting, etc.
Experience in the keeping and recording of financial transactions.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town of Scarborough.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

The work is generally sedentary. Typically, the employee may sit or stand comfortably to do the work. However, there may be some walking; turning; stretching; bending; carrying of light items such as papers, books, file boxes; driving an automobile, etc. Must be able to lift 25 pounds, otherwise, no special physical demands are required to perform the work.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.