We have an opening for a full-time Administrative Assistant in the Treasurer/Collector’s Office. We are seeking a reliable and responsible Assistant to provide customer service, administrative and bookkeeping support to the Treasurer/Collector’s Office.

**Qualifications and Education**

Must have a high school diploma (or equivalent) and 1-3 years of office administration and bookkeeping experience.

**Full/Part Time & Hours**

Full time position (35 hours/week)

**Salary**

Starting at $23.39/hour

**Salary Notes**

This is a benefitted position with dental, health, PTO and retirement.

**Closing Date**

Until filled

**How to Apply**

Please send a resume, cover letter and application form to BourneHR@townofbourne.com. Link to application form and complete job description: Employment Opportunities | bourne (townofbourne.com)

**Posted:** June 15, 2022

Bourne is an affirmative action, equal opportunity employer.
**Position Title:** Administrative Assistant
Treasurer/Collector’s Office

**Statement of Duties**

The Administrative Assistant provides customer service, administrative, and bookkeeping support to the Treasurer/Collector’s Office. Work includes receiving, verifying, and recording tax payments; providing information and assistance to taxpayers regarding payments, policies, and procedures; and performing clerical and administrative duties for the department.

**Supervision**

Work is performed under the general supervision of the Treasurer Collector. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently, with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee is expected to refer unusual situations to the supervisor for further instruction. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress.

**Job Environment**

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in delay or loss of service.

The employee has constant contact with taxpayers and employees in person, on the phone, and via computer. The purpose for contact is to collect payments, explain policies and procedures, and give or receive information and assistance. Employee also has contact with lawyers and MLCs to coordinate and perform work.

**Position Functions**

_The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in_
other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

1. Assists taxpayers at the counter, over the phone and via email with inquiries, requests, or concerns regarding tax payments.

2. Receives tax payments at the counter and through the mail, verifies information and records and posts payments.

3. Prepares and prints tax bills, and assists in mailing bills.

4. Receives, verifies, and posts payments for Integrated Solid Waste Management taxes.

5. Maintains and updates files and records, makes copies of information, opens and processes department mail, and performs a variety of clerical duties.

6. Works on special projects, as assigned.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a typical office setting, and is required to talk/listen, use hands, and reach more than 2/3 of the time; sit, walk, stand, kneel, and stoop up to 1/3 of the time. Employee may be exposed to hostile taxpayers. Employee occasionally lifts up to 10 lbs. Normal vision is required for the position. Equipment used includes office equipment and computers.

Education and Experience

A candidate for this position must have a High School diploma or equivalent, and one to three (1-3) years of office administration and bookkeeping experience; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

Office administration, bookkeeping practices and procedures, familiarity with department regulations, policies and procedures.
Skill in:

Written and oral communication, customer service, computer skills (Microsoft Word, PowerPoint, Excel, scanning), organization skills, bookkeeping, and mathematical skills.

and ability to:

Verify accuracy of information, maintain accurate records and process accounts, pay careful attention to details, meet deadlines, and interact appropriately with the public.