

# McCordsville

ESTD  1988

## INDIANA

### Job Description

Title: Accounts Payable/Receivable Data Entry Clerk

Department: Clerk Treasurer

Supervisor: Clerk Treasurer

Status: Full-time, non-exempt, Monday-Friday 8am-4pm

**Purpose of Position:** To perform complex as well as routine administrative duties as staff support in the operation of the McCordsville Clerk Treasurer Department. This position will interact with the public regarding billing questions and general inquiries. The main function of this position is daily entry of receipts for the Utility Billing Department and receipts for the Clerk-Treasurer's Office. Further details are denoted below.

#### Skills & Experience

- High School Diploma or GED equivalent.
- Minimum of 2 years in a financial data entry position.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel).
- Strong knowledge and experience with computers and the internet.
- Articulate, pleasant, and dependable.
- Solid work ethic and capacity to multi-task.
- Strong communication skills.
- Well-organized.
- Ability to write clearly.
- Strong sense of discretion.
- Ability to work effectively in a group environment with limited supervision.

#### Duties and Responsibilities:

- Utilizes the departments' accounting system for daily data entry.
- Greets and directs walk-in clients who have billing questions or payments.
- Answers incoming calls and routes to appropriate personnel.
- Enters invoices, receipts, and purchase orders for payment and assembles appropriate documentation.
- Responsible for preparing and posting public notices, and ensuring notices are published as directed.
- Digitizing legacy files and codification of documents as directed.

- Answers routine procedural inquiries from the general public.
- Conducts general office filing.
- Performs special assignments as directed.
- Other duties as assigned.

### **Working Conditions**

While performing the duties of this position, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to animal allergens, fumes, and potentially caustic chemicals. Noise levels are usually low in the office setting, but moderate while working during programs.

### **Physical Requirements**

While performing the duties of this job, employees are frequently required to walk, stand, and sit. Occasionally, the employee is required to run, climb, balance, stoop, kneel, or crawl. Employee must be able to occasionally lift and/or move up to 20 lbs.

### **Benefits**

- Starting pay is \$18.00- \$20.00 per hour DOQ.
- Enrollment in the Public Employee's Retirement Fund (Town pays employee required 3% contribution)
- Employer paid Health (medical, vision, dental) and Life Insurance
- Free Health Clinic
- Paid Time Off- Prorated @ 13.33 hours/ month year 1; 160 hours after first year (anniversary date)
- 14 paid holidays per year
- Short-Term & Long-Term Disability
- Inquire for a full list of benefits.

**Town of McCordsville is an Equal Opportunity Employer.**

Send resumes to Stephanie Crider at [scrider@mccordsville.org](mailto:scrider@mccordsville.org) by 4pm on March 29<sup>th</sup>. *No phone calls.*