

POSITION: Assistant Town Clerk/Police Clerk - Part Time Position

LOCATION: Town of Olanta

REQUIRED: High School Diploma; Driver's License

DESIRED: 3 Years in QuickBooks Accounting Software, associate's degree with focus on accounting; General knowledge of acquiring grants; General knowledge of grant management;

I. REPORTING RELATIONSHIPS

A. Reports to: Mayor and the Council Members of the Town of Olanta

II. MAJOR RESPONSIBILITIES

- A. Personally, perform the following activities unique to this position:
1. Collects all money for water, sewer, trash pickup, tickets and business license. Makes a record of the collections and deposits them into the corresponding accounts at the bank. Presents record to Town Clerk so the transactions can be recorded in the QuickBooks Accounting Software.
 2. Enters all information in Law Trak and Nicolson for monies collected from customers.
 3. Collects all time sheets from employees and totals weekly times worked and passes these off to the Town Clerk for payroll preparation in QuickBooks.
 4. Keeps records of vacation time for all employees as well as any comp time employees wish to use later.
 5. Performs the duties of ordering needed office supplies as well as cleaning supplies for both the Town Hall and the Community Center
 6. Work with Vendors when work is being done using grant monies. Requests the monies from the Grantors and records deposit of monies. Pay invoices using those funds at the instruction of the mayor. Creates records for all transactions and files.
 7. Assists the town clerk and accountants with audits.
 8. Assists the Mayor with creating a budget each fiscal year and making sure the budget balances.
 9. Creates the Agenda for Council Meetings with the instruction of the mayor. Create the minutes from the previous meeting. Distributes these to council and Mayor prior to meetings. Attends and keeps records at all council meetings.
 10. Assist the town clerk with reconciliation of all bank accounts monthly with printouts of reconciliation and bank statements. Present a hard copy of each to the mayor no later than the 14th of each month.
 11. Email requests for purchases from the police department and maintenance department to the mayor for consideration and approval.
 12. Generates a cutoff list on or around the 20th of each month and works with the maintenance department to disconnect customers who have not paid their water bill.

13. Enters meter readings for water meters on or around the 13th of each month. Generate a file to send to the company that creates and mails out monthly statements.
14. Assists the Town Clerk with the coordination, and scheduling of events held at the Raines Center.
15. Performs other duties as assigned by the mayor.

III. EXTERNAL RELATIONSHIPS

- A. Vendors: As Necessary