**Part-Time Deputy Clerk**

**Finance**

**Purpose of Job**

The Finance Deputy Clerk is responsible for exercising independent judgement and discretion in the proper administration of the fiscal systems required to account for those funds collected and distributed by the Tax Collector’s Office as well as maintaining the Human Resource files of the office.

**Duties and Responsibilities**

1. Assist the Finance Director in maintaining and generating those records for the collection and subsequent distribution of all funds collected by the Tax Collector’s office.
2. Assist the Finance Director in maintaining those Human Resource records as required by law.
3. Assist the Finance Director in maintain and generating those records relating to the operation of the Tax Collector’s office including but not limited to; accounts payable, payroll, general ledger, etc.
4. Other Duties and Responsibilities may be assigned as needed by the Finance Director, other Directors or the Tax Collector.
5. This position works directly under the Finance Director

**Qualifications**

* Working knowledge or experience in bookkeeping
* Knowledge of general office machines and software(Office, etc.)
* Strong written and oral communication and interpersonal skills
* Ability to work without close supervision and accomplish complicated tasks
* Strong problem solving skills and the ability to meet deadlines
* Punctual and dependable