TOWN OF DAYTON
Job Description

Position Title: Utility Clerk

Send Resume to: Clerk@Dayton.IN.Gov

Pay: $15.00

Hours: Weekday hours corresponding to town hall hours, as needed by the Clerk-Treasurer but not to exceed 30 hours per week.

Supervised by: Clerk-Treasurer

Job Summary:
Perform office duties as directed by Clerk-Treasurer in daily operations of the Town office. Greet every customer pleasantly, with a smile, and treat him/her with dignity and respect. Handle cash, check, and credit card payments and deposits.
Prepare data entry, word processing, and spreadsheets.

Minimum Requirements:
High school diploma
Working knowledge of Microsoft Office; ability to create and maintain documents and spreadsheets
Ability to learn Keystone Accounting program
knowledge of accounting and bookkeeping practices
Ability to handle cash and accurately make change
Ability to balance cash drawer
Ability to accurately complete required data entry and reports
Ability to create and balance bank deposits
Excellent communication skills in dealing with customers, council members, and other staff
Ability to read, write, and communicate in fluent English
 to pass drug and alcohol testing
Must pass criminal background check
Must possess Ability to be bonded

Essential Duties and Responsibilities:
Learn and utilize proper procedures as specified by the Indiana State Board of Accounts
Respond to correspondence under the direction of the Clerk-Treasurer
Establish new accounts, process change in service, calculate meter deposit refunds
Prepare monthly utility billing
Prepare delinquency and shut-off notices
Receptionist for Town Hall
Answer telephones, greet visitors, assist in all customer service and public relations activities.
Take messages for council and staff as needed
Always maintain office professionalism
Accept utility deposits and payments, prepare receipts, and properly record and document
Assume additional responsibilities as directed by the Clerk-Treasurer
Light cleaning of Town Hall