

AS AMENDED ON OCTOBER 28, 2013  
ORDINANCE NO. 2263

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET REVISING POSITIONS.

WHEREAS, the Finance department has determined position changes are needed to procure and retain qualified staff; and

WHEREAS; the position changes effected in this ordinance are estimated to result in minimal or no additional cost to the city and do not require additional salary appropriations for FY14 Budget; and

WHEREAS, the details of the concerns the position changes address, and the advantages which are expected to result, are found in the presentation booklet provided with this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget be and hereby is amended to include the following position changes:

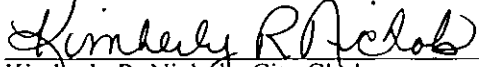
No	Action	From Position	To Position	Old Grade	New Grade
<del>1</del>	Delete	Assistant Director Finance	NA	<del>11</del>	NA
<del>2</del> -1	Reclassify	Accountant	Assistant Director Finance Operations	10	13
<del>3</del> -2	Reclassify	Accountant	Assistant Director Finance Accounting	10	13
<del>4</del> -3	Reclassify	Payroll Clerk	Payroll Accountant I/or Payroll Accountant II	5	8/10
<del>5</del> 4	Reclassify	Account Clerk II	Revenue Clerk II	5	7
<del>6</del> 5	Add	NA	Revenue Clerk I Collections	NA	2

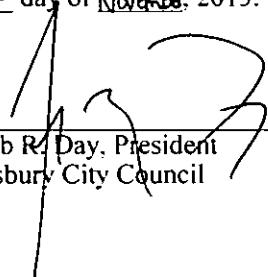
Position Title Changes (no grade revisions):

No	From	To
1	Chief Account Clerk	Utility Billing Supervisor
2	Account Clerk II	Utility Billing II
3	Account Clerk I	Utility Billing I/EMS
4	Account Clerk II	Revenue Clerk II
5	Account Clerk I	Accounts Payable II
6	Account Clerk I	Revenue Clerk I - Parking

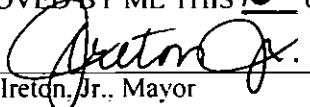
THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28<sup>th</sup> day of October 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 12<sup>th</sup> day of ~~November~~ 2013.

ATTEST:

  
Kimberly R. Nichols, City Clerk

  
Jacob R. Day, President  
Salisbury City Council

APPROVED BY ME THIS 13<sup>th</sup> day of Nov, 2013.

  
James Ireton, Jr., Mayor

# City of Salisbury



MARYLAND

Salisbury



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

KEITH A. CORDREY  
*DIRECTOR OF INTERNAL SERVICES*

JAMES IRETON, JR.  
*MAYOR*

TOM STEVENSON  
*INTERIM CITY ADMINISTRATOR*

**To:** Tom Stevenson, Interim City Administrator  
**From:** Keith Cordrey, Director of Internal Services  
**Date:** August 27 2013  
**Re:** Internal Services Restructure

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Recent turnover has presented the Internal Services – Finance department an opportunity to recommend a restructuring of positions and redistribution of duties necessary in order to achieve departmental goals. This includes the need to change Job Descriptions, titles, and classifications to accommodate these changes. It is our belief that this restructuring will provide efficiency and opportunity for job growth within the department and therefore encourage retention.

Please find attached the ordinance necessary to authorize the changes and the recommended Job Descriptions. Also included is a presentation booklet to be used at the council meeting where we introduce the position changes.

If you have any questions, please let me know.

# CITY OF SALISBURY

## JOB DESCRIPTION

**Assistant Director, Internal Services-Finance Accounting**  
**Grade: 13**

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**Department: Internal Services-Finance Accounting**  
**Date: 8/26/2013**

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**Job Summary:** Responsible for Billing, Collections, Payroll Processing, Revenue Accounting, supervises finance staff (e.g. Tax Billing, Licenses, EMS billing, Revenue Clerks); takes a lead role in overseeing monthly accounting and financial reporting; performs other duties as assigned.

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### **Essential Functions:**

*(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Supervises finance staff; conducts interviews; hires and trains employees; conducts performance appraisals; addresses and resolves personnel complaints;
2. Reviews, analyzes and posts (daily) customer payment batches created by Clerk's to general ledger accounts;
3. Manage payroll process; ensure multiple back up operators are able to perform payroll processing as required;
4. Accounting for payroll related liabilities including but not limited to: Leave balances, Retirement, Health Care, payroll taxes and deductions;
5. Oversee all payroll related reporting including but not limited to W2, 941, Unemployment,
6. Administer and account for Payroll benefit activities including but not limited to Medicare RDS, Health Care Rates, TASC, Retirement;
7. Accounting and managing Health Care Trust and Health Care Reserve Fund liabilities;
8. Manage billing, collection, and billing of city taxes and all fees (bulk trash, alarms, licenses etc); ensures that all revenues are accounted for in accordance with GASB standards;
9. Receives request by customers (back up to Asst. Dir. Operations for water billing related) to speak to supervisors and manages resolution complaints;
10. Periodically review process for billing and collection of all revenues (EMS, Taxes, Fees) to ensure they are efficient and effective;
11. Oversee processing of Manufacture Exemptions submitted to the city in accordance with City policies;
12. At the direction of the Director of Internal services account for revenues including managing calculation of deferred revenues in accordance with GASB standards;
13. Verifies fixed assets and tracks additions and/or deletions; runs annual depreciation; ensures that all capital assets are accounted for in accordance with GASB standards;
14. Account for Debt including but not limited to: maintaining subsidiary schedules reconciling debt payments by bond to GL accounts, record draw-downs,
15. Prepares and records journal entries;
16. Provides auditors with financial information as needed during the annual audit;
17. Participate in completing assigned task on a financial reporting check list;
18. Prepares Quarterly financial statements;
19. Complete and route a reconciliation of all AR Subsidiary ledgers to GL Balances quarterly.
20. Manage reconciliation of General Ledger Balances for all balance sheet accounts to support documents quarterly;
21. Provide support to the Operating Budget;
22. Maintain Capital Improvement Plan;

### **Essential Functions: (continued)**

23. Project revenues and maintain the "Projected Amount in reports used in Budget Preparation;
  24. Estimate revenues for the Operating Budget;
  25. Monitor all revenue account to ensure budgeted revenues are collected;
  26. Assist Director of Internal Services with UFR Schedules: I Revenues General Fund, II Expenses General Fund, III Debt Service, VI Revenue Capital Projects, VII Expenses Capital Projects, XV Property Tax AR, XVII Debt Outstanding, and XXII Local Highway Info;
  27. Serve as back up to Assistant Director Operations and Director of Internal Services when absent as needed;
  28. Keeps supervisor informed of new issues or trends as well as any unusual or detrimental conditions and process problems;
  29. Monitor markets for software available for processes managed to ensure the city is using the best tools available;
  30. Keeps abreast of emerging finance related issues by reading articles, professional periodicals and attending meetings, seminars and workshops; and
  31. Performs other duties as assigned.
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### **Required Knowledge, Skills, and Abilities:**

*City employees are expected to possess or perform the following:*

1. Thorough knowledge of Employee Handbook, City Charter, City Code as they apply to Internal Services.
  2. Extensive knowledge of accounting practices and principles, budget management and maintenance;
  3. Effectively supervise and coordinate the work of staff in order to accomplish department goals and objectives;
  4. Effectively establish priorities and organize workload;
  5. Effectively maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time;
  6. Effectively keep all relevant parties informed of all major issues and to recommend changes as appropriate;
  7. Effectively work and communicate with diverse individuals in order to accomplish department goals and objectives;
  8. Effectively and accurately make reasonable and logical judgments; and
  9. Effectively communicate and maintain working relationships with other staff members.
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### **Education and Experience:**

1. Bachelor's degree; and
  2. Six year's experience
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### **Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

# CITY OF SALISBURY

## JOB DESCRIPTION

**Assistant Director Internal Services-Finance Operations**

**Grade: 13**

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**Department: Internal Services-Finance**

**Date: 8/26/2013**

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**Job Summary:** Reviews and approves invoices and purchase orders from all city departments and authorizes payments; supervises finance staff (e.g. water billing, A/P, cashier,); takes a lead role in overseeing monthly accounting and financial reporting; performs other duties as assigned.

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### **Essential Functions:**

*(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Supervises finance staff; conducts interviews; hires and trains employees; conducts performance appraisals; addresses and resolves personnel complaints;
  2. Reviews approved invoices and purchase orders from other City departments for payment and general ledger account number;
  3. Processes finance department invoices and purchase orders for payment;
  4. Manages payable subsidiary including reconciling totals to GL balances quarterly;
  5. Review 1099 reporting;
  6. Oversees all Utility Billing processes ensuring billing is completed on time, collections are effective, and leak information is communicated effectively to owners;
  7. Looks for opportunities to enhance customer service to striving to make customer experience with the city excellent;
  8. Receives request by customers (back up to Asst. Dir. Accounting non water billing related) to speak to supervisors and manages resolution complaints;
  9. Maintains and communicates a clearly defined back up loop for phone answering and cashiering;
  10. Verifies, sets up, and tracks grant and project expenditures and revenue;
  11. For grant and projects, corresponds with departments, records activities including resolutions/ordinances, and reconciles available balances as needed;
  12. Complete and review Bank Reconciliations;
  13. Participate in completing assigned task on a financial reporting check list;
  14. Prepares and records journal entries;
  15. Serves as MUNIS Administrator for City offices in the government building, troubleshoots issues, passwords, back up systems; performs routine updates;
  16. Provides auditors with financial information as needed during the annual audit;
  17. Reviews cash account balances daily and verifies electronic transfers;
  18. Provide support to the Operating and Capital Budget process as directed;
  19. Assist Director with UFR Schedules: IV Revenues Special Revenue Fund, V Expenses Special Revenue Fund, X Revenue Enterprise Fund, Expenses Enterprise Fund, XIV Cash & Investments;
  20. Keeps supervisor informed of new issues or trends as well as any unusual or detrimental conditions and process problems;
  21. Keeps abreast of emerging finance related issues by reading articles, professional periodicals and attending meetings, seminars and workshops;
  22. Monitor markets for software available for processes managed to ensure the city is using the best tools available;
  23. Serve as back up to the Assistant Director Accounting and Director of Internal Services when absent as needed; and
  24. Performs other duties as assigned.
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**Required Knowledge, Skills, and Abilities:**

*City employees are expected to possess or perform the following:*

1. Thorough knowledge of Employee Handbook, City Charter, City Code as they apply to Internal Services.
  2. Extensive knowledge of accounting practices and principles, budget management and maintenance;
  3. Effectively supervise and coordinate the work of staff in order to accomplish department goals and objectives;
  4. Effectively establish priorities and organize workload;
  5. Effectively maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time;
  6. Effectively keep all relevant parties informed of all major issues and to recommend changes as appropriate;
  7. Effectively work and communicate with diverse individuals in order to accomplish department goals and objectives;
  8. Effectively and accurately make reasonable and logical judgments; and
  9. Effectively communicate and maintain working relationships with other staff members.
- 

**Education and Experience:**

1. Bachelor's degree; and
  2. Six years' experience.
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**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**CITY OF SALISBURY**  
**JOB DESCRIPTION**

**Accountant I**  
**Grade: 7**

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**Department: Internal Services-Finance**  
**Date: 8/26/2013**

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**Job Summary:** Processes Payroll, Maintains Payroll Employee information; Bank Reconciliation processing; other accounting duties as assigned.

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**Essential Functions:**

*(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Maintains timesheets and leave records for City Administration;
  2. Reviews input from department pay clerks for accuracy;
  3. Runs reports and payroll check/advices; transmits to bank;
  4. Manages payroll related GL Liability account and reconciles balances at end of month;
  5. Prepares and deposits 941 tax and Maryland taxes;
  6. Maintains W-4 slips, employee action forms and all payroll records and history;
  7. Records data concerning transfers of employees between departments and of new, retiring and terminating employees;
  8. Prepares remittance reconciliation revenue transmittals and 714 forms to send with funds;
  9. Assists other Finance staff; answers the phone; looks up accounts;
  10. Prepares quarterly reports of earning, taxes and deductions;
  11. Maintains state retirement funds for changes or deletions;
  12. Maintains TASC information;
  13. Maintains Medicare RDS Information;
  14. Participates in reconciling Health Insurance information to provider premium statements;
  15. Completes Bank Reconciliations for all city checking and investment account (except payroll);
  16. Serves as backup to other departments;
  17. Keeps supervisor informed of unusual or detrimental issues and process problems;
  18. Keeps informed on current accounting practices by attending workshops and educational programs or reading specialized literature; and
  19. Performs other duties as assigned.
- 

**Required Knowledge, Skills, and Abilities:**

*City employees are expected to possess or perform the following:*

1. Working knowledge of City policies and procedures;
  2. Act as a representative of the City of Salisbury to the public;
  3. Working knowledge of payroll and accounting practices and procedures;
  4. Effectively and efficiently organize and track information;
  5. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages;
  6. Effectively prioritize and multitask with attention to detail;
  7. Effectively communicate and maintain effective working relationships with other staff members and members of the public.
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**Education and Experience:**

1. High School Diploma or G.E.D; Associates Degree or higher preferred
  2. 3 years relevant experience.
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**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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# CITY OF SALISBURY

## JOB DESCRIPTION

Accountant II  
Grade: 7

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Department: Internal Services-Finance  
Date: 8/26/2013

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**Job Summary:** Processes Payroll, Maintains Payroll Employee information; Bank Reconciliation processing; other accounting duties as assigned.

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### Essential Functions:

*(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Maintains timesheets and leave records for City Administration;
  2. Reviews input from department pay clerks for accuracy;
  3. Runs reports and payroll check/advices; transmits to bank;
  4. Manages payroll related GL Liability account and reconciles balances at end of month;
  5. Prepares and deposits 941 tax and Maryland taxes;
  6. Maintains W-4 slips, employee action forms and all payroll records and history;
  7. Records data concerning transfers of employees between departments and of new, retiring and terminating employees;
  8. Prepares remittance reconciliation revenue transmittals and 714 forms to send with funds;
  9. Assists other Finance staff; answers the phone; looks up accounts;
  10. Prepares quarterly reports of earning, taxes and deductions;
  11. Maintains state retirement funds for changes or deletions;
  12. Maintains TASC information;
  13. Maintains Medicare RDS Information;
  14. Participates in reconciling Health Insurance information to provider premium statements;
  15. Completes Bank Reconciliations for all city checking and investment account (except payroll);
  16. Serves as backup to other departments;
  17. Keeps supervisor informed of unusual or detrimental issues and process problems;
  18. Keeps informed on current accounting practices by attending workshops and educational programs or reading specialized literature; and
  19. Performs other duties as assigned.
- 

### Required Knowledge, Skills, and Abilities:

*City employees are expected to possess or perform the following:*

1. Working knowledge of City policies and procedures;
  2. Act as a representative of the City of Salisbury to the public;
  3. Working knowledge of payroll and accounting practices and procedures;
  4. Effectively and efficiently organize and track information;
  5. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages;
  6. Effectively prioritize and multitask with attention to detail;
  7. Effectively communicate and maintain effective working relationships with other staff members and members of the public.
-

**Education and Experience:**

1. BS in Business Administration or Accounting;
  2. Four years relevant experience.
- 

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

# CITY OF SALISBURY

## JOB DESCRIPTION

**Revenue Clerk II**

**Grade: 6**

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**Department: Internal Services-Finance**

**Date: 08/26/2013**

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**Job Summary:** Billing and Collection of Taxes and fees; gives direction to and oversees deadlines for Revenue Clerk I, performs other duties as assigned.

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### **Essential Functions:**

*(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Reviews information concerning property transfer, printing statements of debts due and forwarding to settlement agent. Interpret intake sheet. Stamps deeds when payment is received for all debts, including water & sewer, personal property taxes & miscellaneous receivables;
2. Inputs data to create invoices for accounts receivable from information received from various City Departments. Changes charge codes and repetitive billing files for different groups (i.e. retiree insurance, restaurant license fees, and pretreatment);
3. Serves as back up for input of accounts payable invoices;
4. Creates checks weekly for accounts payable invoices; posts to general ledger
5. Included in cashier settlement rotation which requires balancing of drawer; counts cash, checks, and receipts, processes bank deposits;
6. Create payment batches for Marina,
7. Reviews information in miscellaneous receivables and personal property tax module for approval of trader's license and enters approval on-line in "elicense system". Tracks changes in location and ownership.
8. Downloads personal property tax account assessments; creates and mails bills. Maintains billing codes, change rates, roll over tax year at end of each fiscal year. Check for credits created by reduced assessments and process refunds. Send statement of past due accounts, when current year bill indicates a delinquency.
9. Adjust personal property tax bills for manufacturing exemptions and create a worksheet that tracks the application of those exemptions.
10. Print reports and produce statements of delinquent personal property tax accounts and report to lawyer's office as needed.
11. Collect and track customer bankruptcy information and send Proof of Claims to the court as needed.
12. Send out various license renewal applications (manually issued), secure needed approvals from other agencies and departments and then issue the license.
13. Annually review all properties which receive real estate tax deferrals and exemptions for qualification standards, and report amount or percentage to Wicomico County for billing. This includes overseeing the Homeowner Rental Tax Conversion Program and tracking any deferrals or exemptions due to annexations and Pilot programs. Update worksheets with annual amounts for audit.
14. Review the entire accounts receivable file annually to check for delinquencies and submit properties for annual Tax Sale by online worksheet to Wicomico County.
15. Review worksheets sent from other departments for accounts receivable billing for accuracy, contacting and working with other departments to resolve discrepancies in information before billing.
16. Process annual landlord license billing, including original scan of information for any needed maintenance of accounts, copying and including any enclosures, reviewing returned information for completeness before accepting payment, make adjustments and post to the general ledger on a regular basis for additions and deletions to the program.
17. Print, sort and mail periodic statements for accounts receivable accounts.

**Essential Functions:** *(Continued from previous page)*

18. Provides customer service by working the public counter, receipting all types of bills as cashier relief, and helping customers interpret personal property tax information, and other charges. Answering phone calls;
  19. Keeps supervisor informed of unusual or detrimental issues and process problems;
  20. Trains and directs Revenue Clerk I on daily tasks needed and coordinates work to deadlines.
  21. Keeps informed on current accounting practices by attending workshops and educational programs or reading specialized literature; and
  22. Performs other duties as assigned.
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**Required Knowledge, Skills, and Abilities:**

*City employees are expected to possess or perform the following:*

1. Working knowledge of City policies and procedures;
  2. Act as a representative of the City of Salisbury to the public;
  3. Working knowledge of accounting practices and procedures;
  4. Effectively and efficiently organize and track information;
  5. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages;
  6. Effectively prioritize and multitask with attention to detail;
  7. Effectively communicate and maintain effective working relationships with other staff members and members of the public.
- 

**Education and Experience:**

1. High School Diploma or G.E.D;
  2. Courses in bookkeeping, office practice and typing;
  3. One year relevant experience;
  4. Or equivalent training, education, and/or experience.
- 

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**CITY OF SALISBURY**  
**JOB DESCRIPTION**

**Revenue Clerk I - Collections**  
**Grade: 2**

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**Department: Internal Services-Finance**  
**Date: 08/27/2013**

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**Job Summary:** Provides clerical support for office accounting functions under the direct supervision of a designated supervisor; performs other duties as assigned.

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**Essential Functions:**

*(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Processes payments from customers;
  2. Included in cashier settlement rotation which requires balancing of drawer; counts cash, checks, and receipts, processes bank deposits;
  3. Assist with inputs parking tickets as directed;
  4. Assist with input of AP Invoices;
  5. Assist Revenue Clerk II with billing and collections;
  6. Responds to inquiries and questions from customers and staff from other departments;
  7. Establishes and maintains systems for tracking requested actions and reports;
  8. Assists with personal property tax billing; adjusts and refunds to customer accounts;
  9. Tracks and submits accounts for sale;
  10. Inputs accounts payable; accounts receivable; cash receipts; and collection of payments;
  11. Processes documents for transfer of property;
  12. Mails weekly check and remittances;
  13. Attends court for disputed parking tickets;
  14. Processes weekly coin deposits;
  15. Performs other clerical tasks: types and files documents; verifies and tracks information; processes mail; orders office supplies;
  16. Keeps informed on current accounting practices by attending workshops and educational programs or reading specialized literature; and
  17. Performs other duties as assigned.
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**Required Knowledge, Skills, and Abilities:**

*City employees are expected to possess or perform the following:*

1. Working knowledge of City policies and procedures;
  2. Act as a representative of the City to the public;
  3. Working knowledge of basic accounting practices and procedures;
  4. Effectively and efficiently organize and track information;
  5. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages;
  6. Effectively prioritize and multitask with attention to detail;
  7. Effectively communicate and maintain effective working relationships with other staff members and members of the public.
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**Education and Experience:**

1. High School Diploma or G.E.D;
  2. Courses in bookkeeping, office practice and typing;
  3. Or equivalent training, education, and/or experience.
- 

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.