



City of Salisbury
Department of Finance

Revenue Clerk I or II Collections

Full-time (35 hours)

\$25,935 - \$30,251 DOQ

Full range of benefits

Essential Functions - Clerk I: Assist in all aspects of accounts receivable, landlord licensing, taxes, marina, miscellaneous receivables, oversee collections of delinquent accounts, maintain effective communication style with the customers, print monthly AR customer statements, assist with property transfers and deed stamps, input data to create invoices for accounts receivable and city licensing, on a rotating basis, balance cash drawer, process mail payments, assist walk-in customers and answer phone calls.

Essential Functions - Clerk II: Oversee and process accounts such as marina, false alarms, landlord license adjustments, retiree health insurance, clean and liens, grass cuts, and board up, look for areas of improvement in all aspects of collection process, process independently property transfers and deed stamps.

Requirements: H.S. Diploma or GED. One year (for Clerk I) and three years (for Clerk II) of experience in accounting or related field or equivalent training and/or education. Working knowledge of basic accounting practices and procedures. Effectively and efficiently organize and track information. Must have the ability to prioritize and multitask with attention to detail. Candidate should be self-motivated and have a good command of the Microsoft Office Suite and accounting software (Munis experience is a plus). Ability to multi-task, prioritize work and effectively communicate with others.

Closing Date: Open Until Filled

Apply: Send City application and detailed resume to:

City of Salisbury Human Resources Dept.
125 N. Division Street
Salisbury, Maryland 21801
410-548-1065 FAX: 410-548-3748
Web Site: www.salisbury.md
Email: jobs@salisbury.md

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