



**DEPARTMENT:** Finance  
**POSITION:** Revenue Clerk I or II - Collections  
**TYPE:** Full time (35hrs/week)  
**SALARY:** Starting at \$32,735  
**BENEFITS:** Full Benefits  
**CLOSING DATE:** Open until filled



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

**Profile:** **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.

**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.

**Preferred Education and Experience:** 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.

**How to Apply:** Submit City application, cover letter, driving record and resume online at [www.salisbury.md/apply](http://www.salisbury.md/apply)