



**TOWN OF MT. CRESTED BUTTE, COLORADO**  
**ACCOUNTING CLERK**  
**POSITION DESCRIPTION**

**Position Title:** Accounting Clerk  
**Reports to:** Finance Director  
**Direct reports to this position:** 0  
**FLSA Status:** Exempt  
**Salary Range:** \$51,555 to \$58,012  
**Hours:** 40 hours a week

**SUMMARY**

The Accounting Clerk is responsible for overseeing cash receipting, sales tax management, and utility accounts for the Town. This position involves meticulous attention to detail in handling financial transactions, ensuring compliance with relevant regulations, and contributing to the overall efficiency of the Finance Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Cash Receipting:**

- Oversee collection processes for all Town receivables
- Review online credit card and EFT payments, ensuring accurate reporting in financial software
- Prepare and record bank deposits ensuring accurate reporting and compliance with financial software systems and GL accounts
- Compile cash receipt reports for the Finance Director

**Sales Tax:**

- Update all sales tax accounts for the Town and process paper filings, sales tax checks and receipts
- Act as the point of contact for all Sales Tax Licenses and manage/approve them in tax software.

**Utility Management:**

- Maintain Town-wide utility accounts for residential users by providing customer service, acting as the Town point of contact for account management and addressing discrepancies
- Distribute quarterly invoices and penalties via mail and electronically
- Process Certificate of Assessments and submit information to the applicable closing company

**Other Responsibilities:**

- Comply with federal, state, and Town policies, procedures, and regulations
- Serves as backup for duties of the Finance Deputy Director including Accounts Payable and Payroll
- Provide customer service to the public and to internal departments regarding financial inquiries
- Assist the Finance Department with key projects as assigned and perform other duties as assigned

## **DESIRED MINIMUM QUALIFICATIONS**

- At least two years of customer service experience in an office setting
- High school diploma
- Colorado Notary, or the ability to obtain a notary public license within 90 days of hire
- Valid Colorado Driver's License or ability to obtain one

## **PREFERRED QUALIFICATIONS**

- College degree
- Knowledge of economic and accounting principles and practices, banking, and the analysis and reporting of financial data

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Modern office procedures, methods, and equipment, including a computer with basic software and typing at a speed necessary for successful job performance
- Ability to learn multiple accounting software programs to record, store and analyze information, as well as prepare computer-generated reports
- Strong customer service background with knowledge of principles and services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Methods and procedures of data entry, including performing mathematical calculations
- Meet schedules, timelines, and deadlines
- Basic business letter writing and basic report preparation
- Basic principles and procedures of filing and record keeping

## **WORKING CONDITIONS AND PHYSICAL EFFORT**

- Must be able to write and speak clearly and effectively with a knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation, and grammar
- Work with a positive attitude. This role is high in customer service, and there is an imperative need to be able to greet everyone with a friendly and attentive attitude
- Maintain a capacity which allows the capability of effectively communicating and interacting with others
- Meet the physical requirements of the position including frequently sitting at computer for several hours; walking or standing for brief periods of time; talking and listening to customers on the telephone and in person; and stooping, bending, and kneeling

## **BACKGROUND INVESTIGATION**

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

## **EQUITY, DIVERSITY, AND INCLUSION**

The Town provides employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical

condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

Discrimination and/or harassment against any person is prohibited because of disability, race, creed, color, sex, sexual orientation, religion, age, national origin, ancestry, political affiliation, veteran's status, marital status, gender identity or any other protected class recognized under the Colorado Anti-Discrimination Act (CADA). This applies to all employment decisions.

***This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.***