

## **CITY OF LEWES, DELAWARE**

**Position Title: FINANCE CLERK / RECEPTIONIST**  
**Department: Administration**  
**Reports to: Financial Officer**

### **General Statement of Duties:**

The Receptionist reports to the Financial Officer, providing assistance to the finance and building departments; assists in the day-to-day operations of the finance department; and provide clerical expertise to the building official.

### **Major Responsibilities:**

- Receive walk-in customers at the counter
- Answer the telephone as required and direct calls to the appropriate city personnel
- Communicate professionally with the general public, city personnel and public officials in person, on the telephone and through email.
- Prepare correspondence for the Building Official as needed
- Expertise in Microsoft Word, Excel, and Outlook and uses computer software to complete daily work assignments.
- Collect cash, checks and process credit cards for taxes and other services offered through the City.
- Assist in preparing daily bank deposits consisting of: taxes, mercantile & rental licenses, building permit payments, gross receipts rental taxes, parking tickets, parking meter monies and miscellaneous other income.
- Perform other duties as are customarily performed by one holding such a position in same or similar municipalities and also render such other services and duties as may be assigned to him/her from time to time by the employer.

### **REQUIREMENTS:**

- High School Diploma or GED Certificate
- Computer proficiency
- Demonstrated experience in similar position and work environment

### **PREFERRED REQUIREMENTS:**

- Post high school related coursework.
- Knowledge of accounts receivable function

### **ABILITIES:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Walking, bending, stooping, standing or sitting for extended period of time
- Operating assigned equipment

Effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment