



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Temporary Treasurer's Account Clerk
Department	Finance
Grade Level	--
FLSA Status	Non-Exempt
Union Status	Non-Union
Employment Status	Part-time Temporary
Last Updated	March 19, 2026

GENERAL PURPOSE:

Temporary customer service position of in the Tax Collector/Treasurer's Office. Processes accurate financial transactions by following procedures set forth by the State of Maine and City of Bath.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for timely and courteous customer service, both in person and on the phone.
- Processes registrations and collects excise tax for Motor Vehicle Department and Inland Fish and Wildlife.
- Collects real estate and personal property tax payments, in person, over the phone and by mail and records accurately.
- Prepares and records data for landfill.
- Processes incoming deposits from outside departments, making sure they are correct and posted to the correct account.
- Assures that cash drawers are balanced daily.
- Provides customer service to the general public for all accounts receivable and landfill billing for the City, tax collections, parking tickets, etc.
- Assists with processing tax and sewer liens and 45-day notices.
- Provides general clerical duties such as filing, answering phones, general correspondence, clarifying landfill and other accounts receivable items.
- Prepares periodic reports. Assists in the preparation of the reports to Finance department; daily, weekly and monthly reports of payments and billings for landfill, and miscellaneous accounts.

- Provides back-up to other related positions.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or equivalent education,
- Coursework or certificate completion in Accounting, Banking, Finance, or Business Management,
- Experience with customer service, processing financial transactions, or using finance management software is desirable; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of office procedures and financial accounting for public organizations; some knowledge of bookkeeping.
- Skill in using finance management software is desirable, but not necessary.
- Ability to follow precise written and verbal directions.
- Ability to accurately account for funds and input data correctly.
- Ability to communicate effectively, verbally and in writing.
- Ability to provide friendly, helpful customer service, and to establish and maintain effective working relationships with colleagues, officials, and the public.

PHYSICAL REQUIREMENTS

This job primarily works at a computer in an office. While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds, for a distance of six feet. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement and is subject to change.
The City of Bath is an Equal Opportunity Employer