



is accepting applications for a
Full-Time Fiscal Assistant

The Town of Amherst is seeking potential candidates for the position of Fiscal Assistant. Applicants should have general business office background and be able to obtain a Deputy Treasurer Certification through the Treasurer's Association of Virginia.

Benefits of working for the Town of Amherst include:

- Professional Development Plan
- 100% employer paid health insurance for employee only.
- VRS Retirement
- Paid holidays.
- Paid time off based on years of VRS service, not Town service.
- Positive, friendly work environment.

Starting pay is \$39,006 annually, dependent on years of experience, and education.

The full job description can be found below. Interested applicants are encouraged to complete the Town of Amherst application that can be found at [Printable Job Application – TOWN OF AMHERST \(amherstva.gov\)](#) and submit to tracie.morgan@amherstva.gov or can be dropped off/mailed to Amherst Town Hall at 174 South Main Street, PO Box 280 Amherst, VA 24521 by December 2, 2022.

The Town of Amherst is an Equal Opportunity Employer.

Fiscal Assistant

Department: Finance

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work assisting with a variety of financial activities and administrative tasks, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Greets visitors; provides information; assists the public with the completion of records, applications, etc.

Retrieves mail from post office and distributes to Town departments.

Processes business license applications; calculates assessments; mails past due notices; sends new and out of business list to the Commission of the Revenue.

Assists with preparing and mailing of tax bills; applies abatements and calculates supplements; applies and removes DMV stops, and verifies information in DMV for abatements.

Enters a variety of data into computer.

Performs various administrative support duties.

Assists with the preparation of the annual audit.

Assists with utility billing; reviews monthly meter readings, updates customer information in computer; assists customers with payment arrangements; calculates customer credits.

Generates payroll checks; distributes checks; files State and Federal tax deposits.

Processes accounts payable; matches invoices with purchase orders; gets appropriate approvals; inputs information into computer; processes checks and mails them.

Knowledge, Skills and Abilities

General knowledge of accounting principles, policies, procedures and practices; general knowledge of sales tax laws; general knowledge of bookkeeping terminology and methods; general knowledge of preparing correspondence, reports, and related documents; general knowledge of the use of general office equipment, such as telephone, copier, fax, etc.; thorough knowledge of the use of computers and associated software; ability to understand and follow oral and written directions; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to communicate effectively in oral and written forms; ability to establish and maintain effective working relationships with customers, associates, department directors, supervisors, other Town employees and the general public.

Education and Experience

Associates/Technical degree and moderate experience in accounting, payroll, customer service, cash handling, working with computers, or equivalent combination of education and experience.

Fiscal Assistant

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Must become Certified Deputy Treasurer through Treasurer's Association of Virginia.

Last Revised: 4/3/2015