

Town Clerk & Finance Officer

Position: Town Clerk & Finance Officer
Department: Administration
Reports To: Town Manager
Status: Full-time; Non-exempt
Salary Range: \$50,000-\$60,000, depending on qualifications
Direct Reports: None

Position Description

The Town Clerk & Finance Officer serves as clerk to Town Council and manages the routine administrative and financial work that keeps Town Hall organized, responsive, and accountable. This hands-on position supports the Town's governing bodies, maintains official and public records, assists residents and staff, and carries out day-to-day bookkeeping and recurring financial processes.

Working closely with the Town Manager, Town Council, staff, residents, and outside partners, the position prepares meeting materials and minutes, coordinates notices and records requests, maintains official documents, tracks follow-up from Council actions, and produces accurate financial records and reports. The role requires sound judgment, clear communication, careful organization, and consistent follow-through.

Essential Duties

Town Clerk and Government-Body Support

- Serve as clerk to Town Council, including attending regular and special meetings and accurately recording official actions, motions, votes, ordinances, resolutions, and other proceedings.
- Work with the Town Manager to prepare and distribute Council agendas, packets, public notices, minutes, and follow-up documents; make meeting materials available to the public as required.
- Maintain the official record of Council actions, ordinances, resolutions, minutes, contracts, policies, and other permanent Town records; safeguard the Town seal, execute certifications, distribute adopted documents, and track required follow-up.
- Coordinate public-records requests with the Town Manager and Town Attorney, track response deadlines, locate responsive records, and maintain required documentation.
- Provide clerical and administrative support to boards and commissions as assigned, including agendas, minutes, records, notices, filings, certifications, and appointment or training records.

Finance and Bookkeeping

- Maintain the Town's general ledger and record routine financial transactions accurately and promptly in the Town's accounting system.
- Process accounts payable, including receiving and reviewing invoices, confirming approvals and account coding, preparing payments, maintaining vendor records, and preserving supporting documentation.

- Record and reconcile cash receipts, deposits, electronic payments, credit-card activity, and other revenue received by the Town in accordance with internal controls.
- Complete monthly bank and account reconciliations, investigate discrepancies, prepare correcting entries, and bring unresolved issues promptly to the Town Manager.
- Coordinate payroll administration with the Town's payroll provider, including maintaining employee changes, reviewing payroll reports, recording payroll entries, and reconciling payroll-related accounts.
- Coordinate and provide backup for real-estate and personal-property taxes, utility billing, business licenses, meals and transient-occupancy taxes, and other Town receivables, including additional support during tax season.
- Prepare routine monthly financial reports for the Town Manager, including budget-to-actual reports, balance-sheet information, cash balances, and explanations of unusual transactions or discrepancies.
- Maintain organized, complete records for the annual audit; prepare requested schedules and reconciliations; retrieve supporting documents; and work with the Town Manager and auditor to resolve questions.
- Maintain supporting records for fixed assets, grants, restricted funds, debt payments, and other assigned accounts; assist with reimbursement requests and grant financial reporting.
- Follow and help maintain practical internal controls, accounting procedures, records-retention requirements, and segregation of duties appropriate for a small municipal office.

Office and Public Support

- Serve as a primary point of contact for residents, taxpayers, vendors, employees, Council members, and visitors; answer routine questions or route them appropriately and explain Town processes in clear language.
- Provide backup support for front-counter, telephone, payment, and general administrative functions when needed, particularly during peak periods or staff absences.
- Help document office procedures, cross-train coworkers, and identify recurring problems that could be prevented through clearer workflows or stronger controls.
- Protect confidential personnel, financial, tax, and legal information and exercise sound judgment when handling sensitive records.
- Perform other related duties assigned by the Town Manager that are consistent with the position's purpose.

Knowledge, Skills, and Abilities

- Ability to prepare clear and accurate meeting minutes, routine reports, correspondence, public notices, and other official records.
- Ability to learn and follow public-meeting, public-records, records-retention, and other municipal requirements, policies, and laws.
- Strong organizational skills and careful attention to detail, with the ability to manage meeting schedules, records deadlines, and recurring financial cycles at the same time.

- Working knowledge of practical bookkeeping, including general-ledger entries, accounts payable, accounts receivable, payroll, cash receipts, and bank reconciliations.
- Ability to identify discrepancies, trace transactions to supporting records, and complete recurring work accurately under firm deadlines.
- Proficiency with accounting software, spreadsheets, email, word processing, and electronic records; ability to learn the Town's systems, including Southern Software and Paychex.
- Professional communication and customer-service skills, including the ability to remain helpful and composed when dealing with frustrated customers or competing demands.
- Ability to work independently on routine responsibilities while recognizing when a financial, legal, or policy question should be elevated to the Town Manager or another professional.

Minimum Qualifications

High-school diploma or equivalent.

At least three years of progressively responsible experience in municipal administration, governing-body or records support, bookkeeping, accounting support, payroll, tax or revenue administration, or a related role, including substantial bookkeeping or financial-administration responsibility. An equivalent combination of education and experience may be considered.

Demonstrated ability to prepare accurate written records and use accounting software and Microsoft Excel or comparable spreadsheet software.

Ability to successfully complete employment-related background checks required by the Town.

Preferred Qualifications

Associate's or bachelor's degree in accounting, business administration, public administration, or a related field.

Experience in local government, a public agency, utility, or another environment involving governing-body support, public records, fund accounting, taxes, public revenues, or regulated recordkeeping.

Experience preparing minutes or public notices, maintaining official records, using municipal accounting, tax, utility, or payroll systems, or supporting an annual audit.

Work Environment and Physical Requirements

Work is performed primarily in an office environment and requires regular use of a computer, telephone, and standard office equipment. The employee must be able to remain in a seated or standing position for extended periods, move throughout Town Hall, and occasionally lift or move records or office materials weighing up to 20 pounds. The position requires attendance at evening Town Council meetings and may require limited additional hours during tax season, audit preparation, or other peak periods. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The Town of Onancock is an equal-opportunity employer. Employment decisions are made without regard to race, color, religion, sex, pregnancy, childbirth or related medical conditions, sexual



orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable law.