

## **Deputy Clerk Position**

The Deputy-Clerk Treasurer reports directly to the elected Clerk-Treasurer for the Town of Ferdinand Indiana and assists the Treasurer in the financial operations of the Town.

This role works directly with town residents and other town officials and requires strong accounting, communication and critical thinking skills.

### **Duties, Responsibilities and Skills include:**

1. Bookkeeping and accounting experience
2. Day-to-day operations of the Clerk-Treasurer's office
3. Payroll processing
4. Accounts Payable/Accounts Receivable Processing
5. Financial Reporting
6. Computers Skills including Excel, Microsoft Word, etc.
7. Organization skills and attention to detail
8. Comprehensive reading and writing skills
9. Ability to communicate effectively with Town employees, other officials, and members of the public
10. Ability to work efficiently independently and cooperatively
11. Ability to handle highly sensitive and confidential information with complete discretion
12. Ability to maintain a positive attitude
13. Knowledge of HR practices
14. Ability to prioritize work responsibilities
15. Continually work to improve efficiency while maintaining accuracy

Questions: Contact Tamara Miller at 812-367-2280 x4 or [tmmiller@ferdinandindiana.org](mailto:tmmiller@ferdinandindiana.org)

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The Town of Ferdinand is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status.