

COUNTY OF PLYMOUTH

OFFICE OF THE TREASURER

Job Title: Data Entry Manager

Reports To: Deputy Treasurer

Job Purpose

To support the County Treasurer in the administration of the Parking Department.

Duties and Responsibilities

- Open and process parking tickets and payments per established procedure.
- Monitor and clear online parking payments at the RMV throughout the day.
- Assist with parking inquiries by email and over the phone.
- General oversight of computer systems including regular backups.
- Interact with and assist the public, parking clerks, and RMV.
- Ordering of supplies and monitoring departmental budget.
- Coordinate services with Provincetown.
- Contact person with technical consultant.
- Daily accounting of online credit card payments and posting of receipts from deposits.
- Monthly balancing and reporting of receipts.
- Bi-weekly RMV markings.
- Prepare and print hearing notices.
- Edit and process information regarding leased vehicles.
- Initial receipt and review of departmental invoices.

Qualifications

- College degree preferred.
- Knowledge of accounting and bookkeeping basics.
- Computer skills: Microsoft Office (Word, Outlook, Excel); ability to learn parking ticket payment portal and other computer programs.
- Knowledge and/or ability to learn programming languages desirable.
- Ability to understand and follow complex oral and written instructions.
- Good organizational and time management skills with ability to prioritize.
- Good written and verbal communication skills.
- Ability to deal with the public, parking clerks, and RMV personnel.

May 28, 2019

Direct Reports

Administrative Assistant (Parking).

Miscellaneous

- Job Group: 18
- Subject to SEIU Local 888 Clerical contract.

Effective: July 18, 2019