

POSITION DESCRIPTION

Class Title: Clerk/Treasurer

Department: Administration

Approved by Council: Pending

GENERAL PURPOSE

Performs a variety of routine and complex clerical, accounting, financial functions in processing and maintaining the fiscal records and systems of the City

SUPERVISION RECEIVED:

Works under general supervision of the Mayor or his/her designee. Serves at the pleasure of the Mayor.

SUPERVISION EXERCISED:

Supervises Deputy Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Acts as custodian of all City monies; manages investment of City funds in accordance with investment policies/goals; prepares monthly bank reconciliations; prepares monthly cash reconciliation; signor on all accounts.

Performs all Accounts Payable functions, including:

- Invoice distribution for approval
- Proper classification/documentation of approved invoices
- Cost allocations
- Year end 1099's and 1096's
- Vendor credit applications/W-9's

Performs all aspects of general financial accounting, including:

- Budgetary account formats for revenues and expenditures in accordance with State Budgetary Accounting and Reporting System (BARS)
- Monthly transfers
- Cash receipts monitoring
- Warrant redemptions
- Monthly/quarterly/annual reports; subledgers; reconciliations

Processes travel advance; reconciles and replenishes travel fund

Custodian for City charge accounts; authorizations and documentation

Requests, compiles and formats annual departmental budget requests for submission to Mayor. Assists with other aspects of budget preparation, including projections and workshops. Involves detailed spreadsheet analysis. Monitors need for and prepares budget amendments.

Grant Management. Maintains financial records and source documents for grants, loans and other financial sources; submits detailed requests to state and federal agencies for project funding.

Monitors and assists with procedures relating to purchasing and public works contracting. Complies with posting/advertising requirements.

Serves as back up for Payroll.

Serves as back up for City Council Meetings.

Collaborate with Deputy Clerk: Drafting of resolutions/ordinances for adoption by Council. Assist with development of written policies. Codification of ordinances. Maintain logs of ordinances and resolutions adopted. Update and distribute written policies.

Prepares annual report to USDA for ongoing loan compliance.

Prepares and submits comprehensive annual financial report to State Auditor. Provides requested documentation/assistance during audits of the City.

Conducts annual review of unclaimed property. Prepares due diligence letters to owners according to time limits and prepares/submits annual report to Department of Revenue. Maintains ledger of retained unclaimed funds.

Procures Certificates of Title/Licensing for vehicle purchases. Reports purchases/sales of vehicles/equipment/property to insurance carrier.

Accepts claims for damages and other legal papers served on the City; submits claims for damages to insurance carrier.

Lodging Tax Applications/Correspondence to Applicants. (Deputy Clerk submits annual report to JLARC).

Acts as custodian of City Seal.

Monitors and replenishes postal funds on postage machine.

Frequently affixes postage to daily mail, picks up and distributes mail and makes bank deposits.

Perform any other job-related instructions or duties as requested.

PERIPHERAL DUTIES

Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Four-year college degree in accounting OR any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of governmental accounting principles and practices.
- (B) Working knowledge of EXCEL and WORD software
- (C) Skill in operating listed tools and equipment.
- (D) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish working relationships.

SPECIAL REQUIREMENTS: None

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software; 10-key calculator, phone, fax and copy machine.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands or arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Background check required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DRAFT