

CITY OF McCLEARY

JOB DESCRIPTION

JOB TITLE: Clerk-Treasurer

DEPARTMENT: Finance & Administration

REPORTS TO: City Administrator

EFFECTIVE DATE: May 1, 2009

This is a full-time, Fair-Labor Standards Act exempt position. This is a non-union position, and Civil Service Rules do not apply. The Clerk-Treasurer is expected to be present between the hours of 8:00 am and 4:30 pm Monday through Friday. He/she may be required to work beyond these parameters and may attend meetings during other than normal work hours.

MAJOR FUNCTION AND PURPOSE

The Clerk-Treasurer is responsible for all city finance operations. This position must monitor and control public funds in a dependable, scrupulous and accurate manner, in keeping with established federal, state and municipal guidelines.

GENERAL FUNCTION

Under the general direction of the City Administrator, the Clerk-Treasurer requires a minimum of continual supervision. Accounting records created by this department are audited by representatives from the Office of the State Auditor.

SUPERVISION RESPONSIBILITIES

The Clerk-Treasurer supervises the Deputy Clerk-Treasurer and the Utility Accountant. The supervision is moderate and consists mainly of task assignment, review of work and some training.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other

functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Prepares and maintains financial records for the City
- Processes the municipal payroll
- Prepares daily banking transactions
- Invests City revenues, and maintains records related to all investments
- Oversees accounts payable and receivable
- Oversees utility billing procedures, distribution of billing statements and collection of payments
- Participates in the preparation of the budget
- Apprises the City Administrator and Mayor on issues related to the financial status of the City, preparing written reports as needed
- Organizes and prepares periodic financial reports, including records for the State Auditor, quarterly payroll tax reports, and year-end reports
- Maintains insurance records and files claims
- Maintains official municipal files of contracts, ordinances and resolutions
- Administers a records management program, including archiving and asset inventory
- Serves as the Public Records Administrator
- Attends City Council meetings; records proceedings and prepares Council meeting minutes
- Maintains membership rosters of boards, commissions and task forces
- Serves as custodian of the City Seal; attests official documents
- Performs related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of municipal accounting procedures
- Skill in routine office practices
- Ability to act and make decisions on an independent basis
- Excellent communication skills
- Proven leadership and supervision abilities
- Ability to maintain effective working relationships with various heads of other departments, public officials and financial institutions

WORKING CONDITIONS

Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor. The work area can be noisy.

CONTACTS AND RELATIONSHIPS

The Clerk-Treasurer will have extensive contact with a wide variety of outside agencies (e.g., City Attorney, local bank, state agencies, developers, engineers and consultants, etc.), as well as other members of the City work force. In addition, the Clerk-treasurer will have extensive contact with the public.

PHYSICAL REQUIREMENTS

The incumbent in this position must be able to discern voice conversation. The Clerk-Treasurer must have the physical ability to perform all essential job functions with or without accommodation.

RECRUITING REQUIREMENTS

- Associate's Degree in Accounting or a related field (finance, business administration); Bachelor's Degree is desirable
- Five years accounting experience with demonstrated managerial and administrative ability
- Experience in governmental accounting (BARS)
- Experienced in the use of standard office equipment and computers
- Knowledge of standard Microsoft computer program applications such as WORD and EXCEL
- Employment history demonstrating progressive responsibility, including work with professional service providers and the general public
- Employment history demonstrating supervisory responsibility
- Must be bondable

In addition, the following are desirable:

- Certification as a Municipal Clerk and as a Notary Public

EXPERIENCE AND TRAINING

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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