

**JOB DESCRIPTION: CLERK-TREASURER  
CITY OF \_\_\_\_\_**

**JOB TITLE**

Clerk-Treasurer

**DEPARTMENT**

Administration

**DESCRIPTION OF WORK**

General Statement of Duties:

Performs administrative work conducting the daily business activities of the city including financial management and statutory clerk functions. Prepares budgets and implements city policies. Keeps records of all council proceedings, handles correspondence on behalf of the city, prepares agendas and executes any assignments given by the council. Has official responsibility for accounting for all receipts and disbursements in regard to city funds. Prepares a variety of financial records. Is responsible for payroll and investments.

Supervision Received:

Works under the general supervision of the Mayor and City Council.

Supervision Exercised:

Supervises Deputy Clerk/Administrative Assistant, Office aide, Park and Recreation employees, and Maintenance Personnel.

**TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Mayor or City Council. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

**RECEPTION AND CUSTOMER SERVICE; PROVIDES CUSTOMER SERVICE EFFECTIVELY  
AND EFFICIENTLY TO CITIZENS OF \_\_\_\_\_ AND OTHER  
CONSTITUENTS.**

Receives requests, complaints and information from the public and transmits to staff and/or council to process as needed. Handles when required.

As required, answers city phones and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to city staff or officials.

Makes arrangements for registrations or lodging as needed for employees attending training conferences and seminars.

## **ACCOUNTING/FINANCE; PROCESSES BILLS FOR PAYMENT AND MAINTAINS FINANCIAL RECORDS**

Manages the investments of the city funds and provides current status, activity and performance reports to the council. Invests funds in accordance with sound financial practice.

Develops annual city budget with input from budget committee, presents budget to the City Council for review and adoption; monitors expenditures and receipts; complies with Truth in Taxation and all reporting requirements. Moves funds as directed by the council.

Monitors Cash flow to ensure sufficient funds are available.

Tracks assessments paid and verifies and coordinates record keeping with the county. Reports unpaid and pending assessments and unpaid water/sewer bills in assessment searches.

Prepares accounts payable and receivable transactions for posting, verifies account information, provides accounts payable list for council approval, generates checks for bill payments and signs checks.

Maintains and processes payroll for city employees and election judges.

Processes payroll deductions, payroll reports and records, processes claims and warrants for all funds.

Reconciles city checking account and makes deposits to the bank. Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.

Maintains record of pledged collateral by Official Depositories to meet Statute requirements. Contacts depository as necessary to adjust amount.

Works with Bond Consul and provides information necessary for bond issues.

Responsible for certifying assessments, special charges, and tax levies to the County Auditor.

Maintains duplicate files of permits issued by Building Inspector, oversees collection of sewer and water permit fees before installation of services.

Generates financial statements and cash balance fund reports for the city council.

Works with auditors at year-end. Generates reports and presents all financial data as required for the audit.

Coordinates the information flow between the Council and City Staff and assists city departments and council members as needed.

Oversees the billing, receipt and recording of utility bills.

## **ADMINISTRATIVE DUTIES**

Performs the duties of the municipal clerk and municipal treasurer as broadly stipulated by MN statues 412.151 and 412.141.

Maintains the public trust by keeping information confidential as appropriate.

Attends regular and special Council meetings and records council actions (minutes); prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances, and resolutions.

Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and ordinances on behalf of the City Council and city.

Conducts the necessary research and provides support materials to aid council in making informed decisions. Carries out assignments or directives of the city council.

Arranges and publishes notices of meetings and ordinances as required by law. Provides certified copies of proceedings and records of the City upon request.

Attests the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal.

Does filing, labeling, coping and mailings as needed. Sorts and distributes mail.

Oversees and processes applications for cigarette and liquor licenses and various permits.

Assists in researching grants and completing grant and loan applications, administers grant money that is received and prepares related reports.

Monitors all contracts entered into by the city. Assures that a desired level of service is provided to the city.

Responsible for overseeing that Fire Department reports get completed, maintaining a record of fire service contracts for renewal and notification to Townships.

Prepares a variety of reports and files with appropriate state, federal and county

offices.

Acts as liaison with state and county agencies, city attorney, engineering firm and auditor.

Responsible for assuring compliance with federal and state mandates, (ADA, ADAIR, OSHA, Right to Know, Records Retention, Data Privacy).

Supervises office staff including interviewing jointly with the council, and assigning and reviewing work.

Purchases supplies, equipment as needed.

## **ELECTIONS**

Administers local elections in accordance with state and county requirements.

Oversees elections, notices, scheduling and training of election judges and maintains election records.

Purchases supplies and equipment as needed for elections.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of municipal financial management including investment of funds, accounting, payroll and billing practices and financial record keeping.

Considerable knowledge of City Code, ordinances, resolutions and policies.

Considerable knowledge of state and county election procedures and operations.

Considerable knowledge of laws, rules and regulations affecting city government.

Considerable ability to perform mathematical calculations and maintain accurate and complete records and files.

Considerable ability to communicate effectively both orally and in writing with city staff, state and county officials, elected officials and the public.

Considerable ability at self-supervision to prioritize work, research and solve problems.

Considerable ability to prepare a variety of financial reports and to prepare and oversee administration of the city budget.

Considerable ability to read, write, and understand English.

Ability to represent the city in a professional, courteous, and efficient manner.

Skill in operating office equipment, including operation of an automated accounting system with speed and accuracy.

Considerable ability to account for and handle money.

Ability to compose correspondence, minutes, reports and other written materials.

Ability to prioritize city needs and to coordinate operations and services.

Ability to supervise city personnel.

Ability to handle public contact with friendliness, responsiveness, and tact.

Must be detail oriented, adaptable, flexible and a quick learner.

## **POSITION REQUIREMENTS**

**Education:** College graduate with a bachelor's degree or technical college degree with similar years of experience in accounting, finance or a related field preferred. Course work in computer systems and software applications.

**Experience:** Minimum of five years of progressively responsible financial management experience including at least two years of experience using an automated system. Must possess an ability to communicate effectively both orally, and in writing. Experience in office organization also desirable. Prior supervisory experience also desirable.

**Office Equipment:** Experience in the operation of fax, copy machine, computer, printer, telephone, calculator, and tape recorder.