



Job Description

JOB TITLE: Clerk-Treasurer

DEPARTMENT: Finance/Administration

REPORTS TO: Mayor

SUPERVISES: Fiscal Clerk and Utility Clerk

DEFINITION: Exempt position responsible for the financial and administrative operations of the Town, and for all Town Clerk functions required under law. The position manages, directs, and performs tasks involving revenue functions, investments, utility billing, accounts payable, payroll, debt administration, financial reporting and internal audit functions, as well as Clerk functions of Town Council minutes, attesting official Town acts, recording and maintaining Town ordinances, legal documents, records and contracts. This is a full time, at will, position.

ESSENTIAL JOB FUNCTIONS:

Financial:

- Plan, organize, control and direct all activities related to the finances of the Town.
- Participates in management planning and policy making with the Mayor and Council on matters involving financial, budget, personnel, and other considerations.
- Plans, develops, maintains and utilizes accounting and data processing systems to maintain proper financial records, and to ensure that management policies are carried out efficiently.
- Oversees payroll, utility billing and collections, and accounts payable.
- Compiles and formulates the annual budget for Mayor and Council approval. Monitors the budget for compliance on a monthly basis. Ensures that expenditures do not exceed authorized amounts in all departments.
- Prepares and presents to the Council and Mayor monthly and annual reports of the Town's financial condition.
- Serves as a resource person on financial and budgetary matters to provide professional assistance to Town departments.

Administrative:

- Manages general office operations.
- Trains, supervises and evaluates the performance of assigned personnel, ensuring accountability of those employees
- Determines procedures and devises methods to assure maintenance of Town records and serves as custodian of official Town records and public documents. Coordinates response to requests for public records.
- Maintains personnel records and files for employees.
- Monitors Town compliance in accordance with statutes, policies and regulations. Develops and edits policies as needed.



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- Coordinates with the Mayor and other departments to provide support services regarding, personnel policies, employee benefits, liability insurance and related matters.
- Participates in meetings, conferences, seminars and special assignments as required.
- Prepares Town Council Agenda and compiles pertinent documents and reports for presentation, attends Town Council meetings and records legal minutes.
- Supervises the recording of minutes, and is responsible for maintenance and disposition of Council records and files.
- Drafts ordinances, resolutions, proclamations and policies as needed.
- Ensures that public notices and requests for proposals or bids are properly advertised.
- Coordinates the activities of all departments in carrying out the requirements of ordinances, laws, rules and regulations, and the policies of the Town Council.
- Oversees the Town's website and public broadcast channel.
- Cooperates with management and team members to ensure a good work environment.
- Assists the Mayor as requested.

Additional Job Functions:

- Serves as risk management delegate for the insurance company. Receives insurance claims against the Town, coordinates in-house insurance claims, submits claims for damage to insurance company and maintains paperwork for claims.
- Ability to handle multiple interruptions, adjustments to priorities throughout the day.
- Ability to communicate effectively with diverse and sometimes angry individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Ability to deal with multiple responsibilities and to meet deadlines.
- Occasionally attend evening meetings and work overtime as needed.

Use of Tools & Equipment:

- Standard office equipment, including personal computer, multi-line phone system, copier, and 10-key calculator.

MINIMUM QUALIFICATIONS:

- Minimum of five years of progressively responsible accounting or finance experience. Five or more years of progressively responsible related experience working with elected officials or boards of directors; and/or in public budgeting, finance, and records management is required.
- Supervisory experience is required.
- Requirements of the position include an ability to interface with the public, ability to speak and write clearly and the ability to function calmly in stressful situations.
- Computer and MS Office software proficiency required. Familiarity with Vision software preferred.
- Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations, and the general public.
- Ability to be bonded and become a notary.



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WORK ENVIRONMENT: Typical office environment with low noise levels and low levels of air pollution, with extensive work performed at a computer workstation. Infrequent travel to other communities for meetings or seminars is required.

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written/typed documents and text materials;
- Sufficient manual dexterity, personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle; to sit and work at a keyboard for an extended period time, lift up to 25 pounds, and work in an office environment.

