

SECRETARY-TREASURER

NATURE OF WORK

This is supervisory and participatory work as the City Clerk and City Treasurer.

The position of this class is responsible for personally performing the duties of City Clerk and City Treasurer, for performing accounting work, and has supervisory responsibility over accounting, billing, and utility collection employees. Work is performed with considerable independence in accordance with state law, city charter and ordinances under the general administrative direction of the Mayor and City Council. Work is evaluated for the effective maintenance of city records and supervision of employees.

ILLUSTRATIVE EXAMPLES OF WORK {The employee in this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. Additional related duties not listed may be required and some incumbents may be assigned less than all of the functions listed. The following examples do not contain every task that could be reasonably assigned. The absence of a specified task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Prepares meeting agenda; prepares and posts meeting notices; attends regular and special meetings of the City council; operates tape recorder to record official transactions and takes notes; prepares official copy of council actions and records in records; indexes proceedings.

Prepares and coordinates all transactions involving investment of funds and bond issues. Posts monthly receipts and disbursements for most bank accounts, including the preparation and maintenance of all general ledger reports, budgetary control ledgers, cash journals, control registers, and other fiscal records. Receives, processes, and prepares all accounting transactions involving grant and other State of Federal revenue. Monitors and maintains bank balances of General Fund and Utility Fund accounts, and processes interfund transfers.

Prepares and balances monthly, quarterly, and annual reports including account disbursements and 1099 forms.

Supervises and controls system for billing, collection, and accounts payable. Supervises employees in pre-auditing fiscal matters (e.g. payroll, accounts payable, utility billing, insurance policies and payments, etc.) Performs liaison function during annual audit.

Researches information upon request of Mayor or City Council members.

Performs duties of members of staff if necessary. Reports to work on a timely basis, maintains a good attendance record, and performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of laws, ordinances, and other legal requirements related to the City Clerk-City Treasurer's functions.

Knowledge of governmental accounting principles and methods, including their application.

Some knowledge of modern supervisory principles and practices.

Ability to effectively supervise a large number of employees engaged in accounting and financial transactions.

Ability to operate calculators, computers (accounting, spreadsheets, and word processing) and other modern office equipment and applicable software.

Ability to establish and maintain effective working relationships with elected officials, Federal and State representatives, professionals, department heads and employees.

Skills to communicate using hearing, speech and vision.

TRAINING AND EXPERIENCE REQUIREMENTS

Three years of administrative support experience in a city clerk/treasurer's office; or substituting college level course work or training in accounting, banking, or investments for the experience. Certification or advance training for municipal clerks desired.