

DEPUTY CLERK/ DEPUTY TREASURER

Job Description

Direct Supervisor: Clerk/Treasurer
FLSA Status: Non-Exempt (Hourly)

General Summary:

Under the general supervision of the Village Clerk/Treasurer, with the Village President as the overall Supervisor, this employee reports to the Clerk/Treasurer and is directed on daily tasks and operations by the Clerk/Treasurer.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. All of the assignments will be directed by the Clerk/Treasurer and may change periodically for cross training in the office as well as duties/tasks to be completed in the absence of the Clerk/Treasurer.

In the role of the Deputy Clerk, the employee may perform the day-to-day duties; directed by the Clerk/Treasurer; including, but not limited to:

- Assist in keeping the corporate seal and all records and documents not entrusted to another officer by the charter.
- Serve as clerk of the council; record all proceedings, resolutions and ordinances when the Clerk/Treasurer is not available.
- Assist in countersigning and registering all licenses.
- Assist in making reproductions in accordance with the Media Records Act 1992 PA 116, MCL 24.401-24.403.
- Administer oaths and affirmations, in the absence of the Clerk/Treasurer. (MCL 64.5)
- Assist in the general accounting.
- Collect claims against the village, present them to Clerk/Treasurer for allowance and, if allowed, submit check disbursement.
- Assist in reporting tax or money levied, raised or appropriated to Clerk/Treasurer as well as the fund to be credited.
- Assist in making complete financial reports to council as requested.
- Assist in managing village elections as outlined in the Michigan Election Law, if the village chose to hold its own elections. (MCL 168.1 et seq.)

In the role of the Deputy Treasurer, the employee may perform the day-to-day accounting duties directed by the Clerk/Treasurer; including, but not limited to:

- Assist in the custody of and receiving of all village money, bonds, mortgages, notes, leases and evidence of value.
- Assist in keeping an account of all receipts and expenditures.
- Assist in collecting and keeping an account of all taxes and money appropriations, keeping a separate account of each fund.
- Assist in performing duties relating to assessing property and levying taxes.
- Make periodic reports to the Clerk/Treasurer, President and council as required.

Additional Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following additional functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. All of the assignments will be directed by the Clerk/Treasurer and may change periodically for cross training in the office and duties/tasks to be completed in the absence of the Clerk/Treasurer

- May assist in the account and financial reporting activities of the Village in a manner consistent with established municipal accounting principles and laws. May assist in the preparation of financial statements and reports, including special reporting for TIFAs, CDBG funds, Act 51 funds, and other reports as required.
- May assist in coordinating audits and providing informational support as requested.
- May help investigate and examine various investment options to achieve the objectives of the Village's investment policy while maintaining proper cash flow.
- May help calculate tax rolls, including special assessment rolls, verifies tax bills, processes changes to rolls, and prints and mails tax bills. Collect and record tax payments, and reconcile payments and delinquencies with the County. Work with the County Treasurer and Township Assessor on tax issues as required.
- May assist in researching and processing insurance claims for the village and village staff.
- Will assist in utility accounts, processing regular billings and providing customer service. Open and close accounts, post payments or other account activities, enter meter readings and generate bulk billings. Initiate shut-offs or the collections process according to established procedures; devise and enforce payment plans, and prepare additions of unpaid utility and unpaid miscellaneous invoices to the tax roll for Council approval. Receive and receipt for the village water, sewer and refuse bills and other payments. Assists customers with inquiries and complaints and take appropriate actions to resolve them. Explain bills and payment procedures.
- May assist in the preparation of the annual Village budget. Assist in monitoring and analyzing expenditures throughout the fiscal year to maintain compliance with the approved budget.

- Assist in the maintenance of confidential personnel files in accordance with legal guidelines.
- May assist in processing all monthly, quarterly and annual reports required by State and Federal agencies.
- Assist in processing and keeping proper records for all accounts payable transactions, including payroll; prepare related reports, and pay payroll taxes. May assist in making payments for benefits, processing claims and paperwork, researching new alternatives as requested, and responding to employee or vendor inquiries as needed.
- Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars as directed.
- Assists in the Freedom of Information Act (FOIA) administration.
- Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma with some college course work in accounting or finance is preferred.
- Three or more years work experience in a finance department, business office, or related setting, with some administrative experience.
- Knowledge of the principles and practices of public finance and budgeting, municipal accounting, tax collection, investments, and payroll and benefit administration.
- Knowledge of the laws, ordinances and related legislation pertaining to records management and elections in a municipal government.
- Considerable knowledge of official Village policies.
- Skill in compiling and evaluating complex financial data, and preparing clear and accurate reports.
- Skill in maintaining complex record keeping systems and performing other administrative functions.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in recording and transcribing meeting minutes with a high degree of accuracy and detail.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to manage multiple priorities and work effectively under stress and within deadlines.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, Village officials, members of Boards and Commissions, representatives from other units of government, other professionals in the field, and fellow employees.
- A valid State of Michigan Vehicle Operator's License.
- Ability to attend meetings at times outside normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Certification as a Notary Public.