



CLERK/TREASURER Job Description

Supervised by: Village Manager
Supervises: N/A
FLSA Status: Exempt (Salary)

General Summary:

Under the general supervision of the Village Manager, directs the operations of the clerk and treasury departments. Coordinates the collection and investment of taxes and the accounting of Village funds. Maintains all official Village records and ordinances, and serves as Secretary to the Village Council. Acts as Village Manager in that person's absence, as directed, and participates as a member of the Village's senior management team.

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.

1. Serves as Secretary to the Village Council. Prepares agenda and packets, records meeting minutes according to established standards of detail, processes correspondence, publishes all legal notices as required by law; serves as official custodian for the safekeeping and management of all Village records and documents.
2. Serves as the official custodian for the safekeeping and management of all Village records and documents and the Village seal. Certifies ordinances and resolutions and maintains minute books and codified publications of ordinance. Administers oaths of office, issues permits and licenses.
3. Directs the accounting and financial reporting activities of the Village in a manner consistent with established municipal accounting principles and laws. Prepares financial statements and reports, including special reporting for TIFAs, CDBG funds, Act 51 funds, and others as required. Coordinates audits and provides informational support as requested.
4. Oversees the collection and investment of all Village funds. Investigates and examines various investment options to achieve the objectives of the Village's investment policy while maintaining proper cash flow.
5. Calculates tax rolls, including special assessment rolls, verifies tax bills, processes changes to rolls, and prints and mails the tax bills. Collects and records tax payments, and reconciles payments and delinquencies with the County. Works with County Treasurer and Township Assessor on tax issues as required.
6. Researches and processes insurance claims for the village and village staff. Serves as the liaison between the insurance company, the claimants and the village.
7. Manages utility accounts, processes regular billings and provides customer service. Opens and closes accounts, posts payments or other account activities, enters meter readings and generates bulk billings. Initiates shut-offs or the collections process according to established procedures; devises and enforces payment plans, and prepares additions of unpaid utility and

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unpaid miscellaneous invoices to the tax roll for Council approval. Receives and receipts for village water, sewer and refuse bills and other payments. Assists customers with inquiries and complaints and takes appropriate actions to resolve them. Explains bills and payment procedures.

8. Assists with the preparation the annual Village budget. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget, amends budget as necessary, and keeps the Village Manager and department heads apprised of the Village's ongoing financial condition.
9. Collects, processes, and records all payments to the Village. Balances the cash drawer, makes deposits, transfers funds, makes payments on bond debts, and completes related financial transactions.
10. Maintains confidential personnel files in accordance with legal guidelines. Files may involve benefits/insurance information, documents related to accident/damage claims, and drug and alcohol testing results.
11. Processes all monthly, quarterly, and annual reports required by State and Federal agencies.
12. Processes and keeps proper records for all accounts payable transactions, including payroll; prepares related reports, and pays payroll taxes. Serves as benefits administrator, making payments for benefits, processing claims and paperwork, researching new alternatives as requested, and responding to employee or vendor inquiries as needed.
13. Assists in the recruitment and hire of Clerk/Treasury personnel; plans, assigns and coordinates workloads; evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
14. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Performs the duties of other Clerk/Treasury Department staff as necessary. Works the front desk, answers phones, and responds to citizen inquiries and complaints. Plans and coordinates special Village functions and events as requested.
16. Acts as the Village Manager in that person's absence, as directed, and performs related work as required.
17. 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 required. A Bachelor's degree in business, accounting, or a related field is preferred.
- Three or more years in a finance department, business office, or related setting, with some administrative or supervisory experience.
- Thorough knowledge of the principles and practices of public finance and budgeting, municipal accounting, tax collection, investments, and payroll and benefits administration.
- Considerable 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 plan, coordinate, assign, train and supervise the work of subordinates engaged in a variety of activities.
- 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 of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Certification as a Notary Public.
- Certification as a Municipal Clerk and Municipal Treasurer, or ability to obtain upon hire.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents.

The employee must occasionally lift and/or move items of light or medium weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is frequently required to travel to other locations within and outside the Village, and use hands to finger, handle, or feel. The employee is regularly required to stand and walk. The employee is frequently required to attend meetings. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.