

TITLE: Deputy Clerk/Deputy Treasurer

DEPARTMENT: Clerk/Treasurer Office

FLSA: Nonexempt

General Summary

The Deputy Clerk/Deputy Treasurer is responsible for providing comprehensive administrative and financial support to the Clerk/Treasurer Office. The position encompasses duties such as customer service, utility billing, processing licenses, tax collection, accounts management, journal entries, bank reconciliations, AR/AP, payroll processing, and the maintenance of official city records. It also includes assisting in the preparation of budgets, reports, and other financial operations. The role requires a high degree of professionalism, judgment, and confidentiality in executing administrative, clerical, and financial tasks.

Reporting Relationships

Under the general direction of the Administrator/Treasurer and Clerk, the Deputy Clerk/Deputy Treasurer exercises discretion and initiative to complete tasks, maintain required records, and prepare accurate reports and statements. Work is performed independently but is subject to periodic review for accuracy and compliance.

Education and Experience Requirements

- Minimum Associate degree in Accounting and five years of experience in a responsible accounting position. Bachelor degree preferred.
- Prior experience in municipal accounting is preferred.
- Knowledge of municipal finance, tax collection, budgeting, and office administration is required.

Physical Requirements

- Work is performed in a climate-controlled office environment with minimal physical exertion.
 - Requires frequent written and verbal communication with employees, council members, the mayor, consultants, and citizens.
 - Extensive use of a computer for data analysis, report preparation, and financial verification.
 - Ability to present information formally to officials and the public.
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Specific Accountabilities

Administrative Responsibilities:

- Assist with answering phones, greet visitors, and provide information or direct inquiries to appropriate staff.
- Maintain sensitive and confidential information with the highest level of professionalism.
- Perform routine correspondence, record-keeping, and filing duties.
- Assist in implementing new technologies to improve efficiency.
- Assist with ordering office supplies as needed and manage incoming and outgoing mail as directed.
- Assist and attend council meetings.

Clerical and Licensing:

- Process and issue licenses and permits, including building permits and zoning applications when necessary.
- Assist with the Administrator and Clerk in preparing data for tax rolls, special assessments, and other related billing activities.
- Assist the clerk with issuing Liquor licenses, including all city business licenses on an annual basis.

Financial Responsibilities:

- Prepare and process accounts receivable and accounts payable.
- Maintain and reconcile financial records, including cash controls, bank deposits, and monthly bank statements.
- Manage cash and investments, ensuring compliance with city policies and regulations.
- Complete city payrolls, ensuring timely deposits of Federal, State, and FICA taxes.
- Assist in the preparation and administration of the annual city budget.
- Develop and maintain automated fund accounting systems and ensure accurate year-end closeout.
- Coordinate the processing of claims, vouchers, and bond/note obligations.
- Provide financial summaries and reports for intergovernmental compliance.
- Assist with all HR new hire preparation and paperwork, as well as maintaining personnel files.

Other Responsibilities:

- Cross-train in Clerk/Treasurer duties to assist with operations as needed.
- Attend public meetings as necessary, including city council meetings.
- Election assistance as deemed appropriate by City Clerk or City Administrator.
- Minimal travel may be required

Must be bondable.