

CITY OF MORAVIA

JOB DESCRIPTION

POSITION: CITY CLERK/TREASURER

REPORTS TO: MAYOR & CITY COUNCIL

REVISED: June 13, 2017

GENERAL RESPONSIBILITIES

Responsible for the preparation and maintenance of all City documentation, including all financial records. Will be expected to perform under own initiative when providing standard day-to-day services. Responsible for keeping the Mayor informed of all issues, concerns, correspondence, complaints, and other happenings concerning the City at the time of their occurrence.

MEETINGS

Attend all City Council meetings and prepare an accurate written and recorded account of all official business conducted at the meetings. Responsible for publishing an agenda and official city minutes and financials with the Mayor's approval. The City/Clerk Treasurer is responsible for informing the City Council of any problems or concerns, items of interest, and status of responsibilities. The Mayor should be made aware of these items prior to the City Council meetings.

BILLINGS

Maintain all records concerning the City's water/sewer service and prepare and mail regular billings to all customers. Responsible for setting up new customer accounts and collecting deposits and hook-up fees prior to servicing the account. Exercise collection methods consistently in accordance with policies established by the City Council.

FINANCIAL RESPONSIBILITIES

Maintain a current and accurate accounting of all financial activities of the City. Provide all reporting necessary and/or as required by law.

Responsible for bank account(s) and must provide accountability for all City monies, including monthly reconciliation of bank account(s). Responsible for all accounts payable, accounts receivable, investment funds, and fund transfers. All financial activity will require the approval of the City Council.

Responsible for receiving payments from customers and depositing money in local financial institution.

Prepare and submit all financial reporting to the County, State and other sources as required by law.

MISCELLANEOUS

Sell cemetery lots, provide deeds to buyers, and maintain cemetery records.

Responsible for the maintenance, operation, and backup of all computer programs utilized in the operation of the City's business.

Schedule community building and collect rent as appropriate.

Write work orders for city employees and maintain a status log for the City Council.

MISCELLANEOUS (continued)

Responsible for correspondence, preparation of public notices, and all other duties as assigned by the Mayor and/or City Council.

In performing all duties, safety must be a priority and is a requirement of the position to work safely.

PUBLIC RELATIONS

As the primary contact person for the City, it is vital that the City Clerk/Treasurer treat all citizens, officials, visitors, employees, and others with courtesy, tact, and equality. Should any circumstances arise where this may not be possible, the matter should be brought to the immediate attention of the Mayor. The Mayor will either resolve the situation in accordance with city policy or make the decision to refer to the City Council.

QUALIFICATIONS

The City Clerk/Treasurer must have a minimum High School Diploma or GED, with preference to college degree in business or accounting. Minimum age requirement of 18 years. Must be computer literate with excellent skills in Excel, Word, Outlook, and QuickBooks, or willingness and ability to learn. Experience in Clerk Books preferred. Must have competent working knowledge of accounting procedures for a government entity, or willingness and ability to learn. Two years of office experience preferred.

Must be able to type, file, scan, copy, fax, and operate standard office equipment. Must have good working knowledge of telephone etiquette and standard office procedures and operations.

Must have strong communication skills and the ability to work with the public and a wide variety of people.

WORK SCHEDULE

Position will require a forty (40) hour work week, Monday through Friday, 8:00 AM to 4:30 PM, with one-half hour off for unpaid lunch. Flexibility of hours will be allowed occasionally with prior approval as long as City Clerk/Treasurer maintains a 40 hour work week.

ESSENTIAL FUNCTIONS

The City of Moravia is committed to providing a means for applicants and employees who may have a disability to identify areas in which they may request a reasonable accommodation. Below is a description of the physical, mental, and environmental abilities that are customarily required to perform the essential job functions of the City Clerk/Treasurer position.

Independent body mobility is required to frequently access a standard office environment with shelves and drawers of varying heights. Must be able to frequently read, write, speak, and hear in person and on the telephone in order to sufficiently communicate. Must have vision sufficient to read a computer screen, 12 point and finer printed text and hand written documents, and manual dexterity to operate a computer keyboard on a daily basis. Must be able to frequently make quick decisions and interpret data. Must have mental stamina for problem solving and dealing with stressful situations frequently. Must be able to organize and prioritize workload frequently and have the ability to recall and recreate detailed conversation or events. Must be able to lift and/or carry up to 20 lbs occasionally. Must have stamina to sit for long periods of time using a computer. Must be able to drive occasionally for city business. Must be able to work autonomously.