

DEPUTY CLERK-TREASURER
City of Coleraine
Job Description

Title: Deputy Clerk-Treasurer

Department: Administration

Immediate Supervisor's Title: Clerk-Treasurer

Purpose

Performs non-supervisory work that includes clerical, secretarial, and receptionist duties to support the Clerk-Treasurer and the city's administration. Has primary responsibility for employee payroll; payroll related and other reporting; accounting and public utilities; and receptionist tasks (phone and front counter service). Provides data entry support for accounts payable/receivable, performs some banking tasks, and accomplishes other administrative tasks. While employee typically works together with Clerk-Treasurer on a daily basis, s/he must take initiative to accomplish work tasks and ensure work results are 100% complete and accurate. Serves in Clerk-Treasurer's capacity when directed and is responsible for making some operational decisions.

Organizational Relationships

Reports to: Clerk-Treasurer

Communicates with: *Internally* – Department heads, and other city employees;
Externally – Sales people, general public, and residents.

Supervises: None

ESSENTIAL FUNCTIONS

- Answers phone calls, takes and routes messages, and immediately notifies street department of important calls.
- Functions as a confidential employee and has access to labor relations information as defined in Minn.Stat. & 13.37, subd. 1 ©.
- Reserves city facilities for rental use, receives rental fees, and writes receipts.
- Prepares payroll for employees; verifies and completes time cards; calculates employee's pay; enters information into computer; calculates total payroll; maintains payroll records; tracks vacation, sick leave, overtime, and compensatory time accrual on computer system; maintains wage records; runs reports.
- Computes Federal, State, FICA, PERA, Medicare, and other miscellaneous withholding reports; tracks all employee deductions; prepares quarterly reports and year-end W-2 forms.
- Fills out and submits quarterly unemployment forms for city.
- Prepares annual 1099 forms.
- Handles all insurances for employee, council members, and retirees.
- Provides employees with information regarding city policies, rules and regulations (including collective bargaining agreements).
- Receives utility payments, records, and deposits. Sends out notices to delinquent customers.

- Prepares periodic financial statements for public utilities meetings. May attend meeting of public utilities commission meetings and type minutes; prepares bills, and yearly financial statements.
- Assists in receiving payments, records, and deposits; fills out and route work orders; updates data.
- Assists in balance of books, tracks items and maintains records, ensures copies/backups are made.
- Maintains all records related to the City's Rental Ordinance.
- Assists in maintaining accurate and complete records.

Prepares utility billing

- Prepares and distributes utility bills.
- Sends delinquent/shut-off notices as necessary.
- Collects payments, records, and deposits.
- Prepares monthly financial statement, and delinquent list for review

Other Duties and Responsibilities

Performs other related duties as assigned or apparent.

Performs duties related to the city elections.

Required Knowledge, Skills, and Abilities

- Knowledge of office practices and procedures.
- Knowledge of payroll and fund accounting practices and procedures.
- Knowledge of city services, operations, and departmental policies/practices.
- Skill in keyboarding with speed and accuracy.
- Ability to comprehend and apply the Open Meeting Law and Data Practices Act.
- Ability to handle private and confidential information with discretion.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with city elected/appointed officials, supervisors and their employees, representatives of other governmental units, and the general public.
- Ability to understand and use basic mathematical calculations such as addition/subtraction/multiplication/division/percentages.
- Ability to initiate and complete work tasks/assignments.
- Ability to prioritize and effectively manage multiple ongoing tasks.
- Proficiency on computer/keyboard use (extended periods of time), phone, calculator (extended periods of time) and other office equipment.
- Ability to gather information as needed.

MINIMUM QUALIFICATIONS

High school degree or equivalent **and** some course work in accounting, payroll, and related reporting **and** one year of experience in general office procedures, automated accounting/payroll system, and regular customer contact. An equivalent combination of education and experience may be substituted.

Desirable Qualifications

Certification or higher degree in accounting/bookkeeping or experience in public finance and accounting.

Working Conditions

Work is performed in typical office environment that consists of an open work area for two employees and front counter for providing customer service. Frequently involves extended periods of standing and sitting, bending, crouching, and repetitive movements. Travel, consisting of short trips, may be required, for example, to make bank deposits or collect mail from the post office.

Adopted 11.13.17