

JOB DESCRIPTION
VILLAGE CLERK / TREASURER

General Purpose: The Village Clerk / Treasurer is an exempt position under FLSA. This position is non-union, appointed by the Village Council. This employee is responsible for statutory duties under the General Law Village Act. As Clerk this employee is responsible for record retention, recording minutes and other statutory duties. As Treasurer this employee is responsible for accounting functions, collection and investment of Village funds and tax collections. Other duties as may be assigned by the Village Council or Manager. This employee is also the first person to wait on citizens. This employee should possess strong accounting, record keeping, communication, and public relation skills.

Job Title: Village Clerk / Treasurer

Duties: and Responsibilities:

1. Serves as Village Treasurer, directs the maintenance and control of all accounting, financial, and banking records of the Village in a manner consistent with established and accepted municipal government accounting principles and practices.
2. Coordinates with the Village Manager in preparing the annual budget.
3. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget.
4. Supervises and administers the tax collection process including closing and settlement.
5. Oversees the collection and investment of all Village funds. Investigates and examines various investment options to achieve policy objectives.
6. Evaluates financial and procedural systems on a consistent basis. Develops and enforces financial policies. Trains and cross trains staff in to assure adequate coverage of accounting and financial functions. Prepares and files financial reports with various government agencies.
7. Works cooperatively with auditors in the preparation of the annual audit.
8. Serves as Village Clerk to the Council. Call roll, records official proceedings and minutes, authenticates public records. Records and Certifies minutes of executive sessions and meetings of other Village Boards, Commissions and Authorities as needed.
9. Assures all Village records including contracts, deeds, easements, ordinances, minutes and other official documents are maintained and legally accepted procedures are consistently applied. Makes records available to the public on the Village website.
10. Responsible for administering Oaths of Office and official posting of Village meetings in publications and on the Village website.
11. Performs other duties as may be assigned by the Village Council or Manager.

Supervision Received: This position reports to the Village Manager / Village Council

Knowledge, Skills and Abilities:

1. Knowledge of Village policies and applicable state and federal laws.
2. Strong knowledge of computer applications and accounting practices.
3. Knowledge of principals, methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
4. Knowledge of zoning
5. Skill in developing working relationships with citizens, other employees, vendors, and other government agencies.
6. Skill in oral and written communications.
7. Ability to read and interpret manuals, written instructions and statutes.
8. Ability to operate computers, copiers, calculators and other office related equipment.
9. Ability to make decisions and work independently.

Experience and Training:

Required:

1. A valid state driver's license.
2. 2 years knowledge and experience of accounting and bookkeeping procedures.
3. Experience in working with customers and the public.

Desired:

1. An Associate's degree in Accounting.
2. Experience in a municipality setting
3. Significant experience in general ledger, accounts payable & receivable
4. Two (2) years or more experience with government accounting and tax collections
5. Experience with BS&A accounting software

Physical Demands and Work Environment:

The typical work environment of this job is an office setting where noise levels are moderate. The ability to read, write, speak and understand the English language is necessary for the position; the ability to follow written and oral instructions; the ability to get along with other employees and members of the public; ability to sit for long periods and lift 30 lbs.; must be physically and mentally able to perform the essential duties of their position without excessive absences. Evening meetings and occasional travel may be required. The physical demands and the work environment described above are representative of those the employee may expect to encounter while performing the essential functions of the job.

Other Requirements:

1. Must pass a medical examination, including drug & alcohol screening.
2. Must possess the qualifications to be bonded.
3. Subject to credit check, criminal background check and driver license record checks.