

CITY OF BERLIN
POSITION DESCRIPTION
FOR
DEPUTY CLERK-TREASURER

DEPARTMENT:	General Government
DIVISION:	City Clerk-Treasurer
SUPERVISOR:	City Administrator
SHIFT/HOURS:	Full-time (7:30-4:30 pm) M-F (other hours as needed)
CATEGORY:	Regular Full-Time
SALARY SCALE:	Grade 7

JOB SUMMARY

The Deputy Clerk-Treasurer serves as assistant and back-up position to the City Clerk-Treasurer. The main responsibilities of the position include: election administration, processing accounts payable, maintaining general ledger, expense and revenue accounts as directed, tax collection, and month-end account reconciliations. The Deputy Clerk-Treasurer cross-trains and provides back up to the City Clerk-Treasurer and Utility Clerk or any other departments as needed.

ESSENTIAL JOB FUNCTIONS

- (1) Account reconciliation: Balance general ledger payroll accounts on a monthly basis. Reconcile City and Utility checking accounts monthly, including system check reconciliation and running outstanding checklist.
- (2) Receive and deposit City collections as necessary, post receipts to ledger through POS system, and regularly review checking account balance to ensure account balance is sufficient for payable needs.
- (3) Maintain Special Assessments receivable accounts and prepare Special Assessment letter requests that come in.
- (4) Assist in annual audit preparation.
- (5) Prepare and collect annual taxi grant information and verify all parts are complete for submission.
- (6) Maintain Oakwood Cemetery records and books (City Hall and Library), including billing and collections of lot fees, marker permits, burial fees, etc. Work with sexton, Cemetery Board, and local funeral directors, to maintain Oakwood Cemetery records, including verification on collections for lots, burials, etc, and update Oakwood Cemetery books (City Hall and Library).

- (7) Serve as Election Administrator. Administer all aspects of election preparation and organization including ballots, publications, election workers, and testing voting machines. Other election duties as necessary and/or required.
- (8) Serve as back-up for payroll processing and related duties.
- (9) Manage Purchasing Card Program to ensure prompt payments and proper record-keeping by card-holders. Ensure cardholders are utilizing cards properly and responsibly.
- (10) Ensure all required vendors have W-9 forms on file with the City and prepare 1099 forms annually.
- (11) Prepare information for Council packets, including bills list, and help with agenda packets.
- (12) Minute taking of meetings as assigned by City Clerk, City Administrator, or Council.
- (13) Attend all Board of Appeals meetings and serve as the Board's recording secretary.
- (14) Attend meetings of the Common Council, Committee of the Whole and serve as recording secretary, and attend any other meetings as requested.
- (15) Administer the Community Development Block Grant Housing program including monthly payments and reconciliations. Meet with program applicants when required.
- (16) Serve as a source of information for building/zoning questions as needed and basic building permit issuance (electrical, plumbing, etc).
- (17) Maintains current procedural manual for Deputy Clerk-Treasurer position duties.
- (18) Performs miscellaneous administrative and receptionist duties as needed, assists other Staff and departments as requested, and any other duties as assigned.
- (19) Order supplies, reception duties, assist other Staff and departments as needed, and any other duties as assigned.

SKILLS & QUALIFICATIONS

- (1) General understanding of accounting principles and bookkeeping procedures.
- (2) Knowledge and experience in processing accounts payable.
- (3) Excellent analytical and organizational skills with ability to effectively research and prioritize.

- (4) Basic computer skills and knowledge of word processing and spreadsheets, with experience in Windows and Microsoft Office.
- (5) Skilled in 10-key calculator, type minimum 60 wpm, and ability to use wide range of office equipment.
- (6) Excellent oral and written communication skills, with ability to work well as individual and/or team player.
- (7) Ability to handle many functions simultaneously, while maintaining flexibility and high level of efficiency.
- (8) Willingness to learn and keep current on procedural updates as they relate to the position.

PHYSICAL DEMANDS

- (1) Ability to occasionally lift and carry heavy objects of 10-50 lbs.
- (2) Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.
- (3) While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (4) Eye-hand coordination is necessary to operate various pieces of equipment.