

Job Title: City Treasurer/Deputy Clerk
Department: Administration
Supervisor: City Administrator
Effective Date: February 21, 2024

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible bookkeeping and clerical work involving governmental accounting and reporting, customer service, typing and records maintenance; and performs related duties as required.

Supervision Received:

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Posts, maintains and reconciles general ledgers and balances all funds/accounts and makes journal entry adjustments as necessary; signs off on all invoices and payroll reports.
- Reconciles checking accounts and monitors cash flow to ensure sufficient cash is available to make necessary payments.
- Oversees the deposit of municipal funds and recommends transfers of money between accounts.
- Identifies money available to be invested, tracks due dates of investments to invest funds in accordance with sound financial practices in accordance with all legal requirements.
- Tracks and verifies all accounts are adequately collateralized and tracks due dates on letters of credit and/or guaranty bonds.
- Oversees accounts payable and receivable transactions; requests funding from various agencies and files reports in a timely manner; posts information to journals, verifies account information and balances City books on a monthly basis.
- Maintains accounts for all municipal departments and ensures that all required financial reports are prepared in a timely manner.
- Prepares and files all County, State and Federal tax and other reports as required.
- Oversees municipal payroll systems.
- Oversees the billing procedures for the municipal sewer system.
- Works with City staff and elected officials to prepare the annual budget; monitors the budget and provides periodic information and updates to Department Heads and City Council.
- Tracks TIF payments and makes recommendations regarding disbursement of TIF funds. Works with financial consultant in submittal of annual TIF reports to the State Auditor.
- Tracks Revolving Loan Fund balance and payments on outstanding loans and provides financial reports to the Economic Development Authority.
- Ensures that all special assessment projects and bonding programs are properly administered and adhere to all legal requirements.

- Assists in compiling wage and benefit information used in salary negotiations including gathering information from comparable employers concerning the terms and conditions of employment.
- Works closely with the auditors at year-end by providing information for audit of financial records and non-financial procedures and policies that govern the safety of assets; initiates pre-audit and post-audit entries.
- Generates sewer bills and accounts for payments.
- Attends Regular Meetings.
- Establishes and maintains the City Capital Inventory records as well as GASB 34 inventory for depreciation schedule.
- Prepares information and documentation necessary to comply with appropriate GASB requirements.
- Greet, interface and answer inquiries from the public requiring knowledge of department or division policies and procedures; answer and screen incoming phone calls; handle inquiries directly or refer to appropriate team member.
- Assists the City Clerk with payroll processing and related reports.
- Assists the City Clerk and Planning and Zoning Department in maintenance of various city files, official minutes, ordinance and resolution books for the City Council and various Boards and Commissions.
- Assists in responding to a wide variety of information requests regarding city operations and the area in general.
- Assists the City Clerk in managing details for conduct of elections.
- Assists City Clerk with processing Fund Accounting Systems, including but not limited to, balancing books, generating checks, issuing receipts.
- Act as City Clerk during Clerk's absence.
- Provides clerical support to Economic Development Authority and Public Works Commission by attending meetings, recording minutes, typing correspondence, etc.
- Assists in maintaining accurate and up-to-date records for Pinewood Cemetery.
- Attends regular and special council meetings, records council actions; prepares agendas and maintains record of minutes, ordinances and resolutions as directed by the City Clerk.
- Assists in the preparation of agenda packets, typing memos, copying documents/reports and numbering and collating agenda items.
- Assists in the operation of the City's audio/visual equipment.
- Update the City's website as assigned.
- Manages various social media platforms associated with the City of Crosslake.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of English, spelling, arithmetic and vocabulary.
- Considerable knowledge of modern office practices, procedures and equipment.
- Considerable knowledge of Microsoft Office and other related software.
- Working knowledge of municipal operation and organization, or the ability to acquire such knowledge in a relatively short period of time.

- Considerable knowledge of Generally Accepted Accounting Principles, payroll and billing principles, practices and procedures.
- Considerable ability to perform highly skilled accounting procedures and prepare a wide variety of financial reports; to make varied and complex arithmetic computations and tabulations rapidly and accurately and to multi-task with frequent interruptions while maintaining a high level of accuracy.
- Considerable ability to communicate well, both orally and in writing.
- Considerable ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relation problems courteously and tactfully.
- Considerable ability to perform accepted secretarial and accounting practices and procedures.
- Considerable ability to operate various office equipment, including but not limited to computers, copier, calculator, telephone system, fax machine, and postage machine.
- Considerable ability to type with speed and accuracy.
- Considerable ability to maintain confidentiality of communications, documents and other matters.
- Considerable ability to operate a telephone, hear and understand callers and respond orally with appropriate information.
- Considerable ability to read and understand computer screens and written documents containing personnel, legal and financial information.
- Considerable ability to use fine motor skills to operate computer keyboard and adding machine.
- Working ability to make decisions in accordance with established policies and procedures.
- Considerable ability to review work involved in varied financial and related activities.
- Considerable ability to maintain records and to prepare reports from such records.
- Considerable ability to gather a large amount of data and information effectively and efficiently.
- Working ability to sit for long periods of time entering data at a computer.
- Ability to work as a team player with all city staff.
- Considerable ability to maintain efficient work flow while handling numerous interruptions.

MINIMUM QUALIFICATIONS

- Successful completion of a two-year college or technical school degree in accounting or bookkeeping.
- Two years of experience in accounting or bookkeeping position.

DESIRED QUALIFICATIONS

- Four-year degree in accounting.