

Village Of Central Lake

Clerk/ Treasurer

Job Description

General Summary

The position is under the general supervision of the Village President as well as the Village Council.

Essential Duties and Job Functions

The Clerk may be called on to do any and all of the following essential functions. These examples do not include all of the duties which the Clerk may be expected to perform. To perform this job successfully, the individual must be able to perform each essential function satisfactorily.

1. Prepares Meeting Agenda and packets, records meeting minutes according to established standards of detail, process correspondence, publish all legal notices as required by law; serves as the official keeper of all Village records and documents. Tapes from all meetings must be retained for a period of one year. The meeting Agenda must be posted eighteen (18) hours prior to meeting. Council packets should be assembled and available on the Friday evening before the meeting.
2. Serves as the official custodian for the safekeeping and management of all Village records, documents and Village Seal. Certifies ordinances and resolutions and maintains Minute Books as well as publication of ordinances. Administers Oath of Office to all council, commission members and other appointed personnel and maintains a copy of each oath in respective personnel file, which is maintained in a lock box.
3. Directs the accounting and financial reporting activities of the Village in a manner consistent with established accounting principals and laws. Prepares monthly financial statements and reports, including special reporting for Act 51 funds and others as required. Coordinates audits and provides informational support as requested.
4. Oversees the collection and deposits of all Village funds while maintaining proper cash flow.
5. Mails the tax bills. Works with the County Treasurer in providing the proper information for the calculation of the Village tax bills. Collects and records tax payments and reconciles payments and delinquencies with the County.
6. During the summer park season, accepts and processes the cash and checks collected for Pavilion rental as well as dock and park rental form the Park Manager. The funds must be counted and receipted through the receipting machine and a receipt

provided to the Park Manager for his/her records, which are returned to the clerk at the end of the season.

7. Manages utility accounts, processes regular billings and provides customer service. Opens and closes utility accounts, posts payments or other account activities, enters meter readings and generates bulk billings. Initiates shut offs or the collections process according to the established Village procedures; devises and enforces payment plans and generates additions of unpaid utility and unpaid miscellaneous invoices to the tax roll for council approval. Receives and receipts village water and sewer and other payments. Assists customers with inquiries and complaints and takes appropriate actions to resolve them. Explains billing and payment procedures.

8. Assists with the preparation of the annual Village budget. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget as necessary and keeps the Village President, Council members and department heads informed of the village's ongoing financial condition. Provide Revenue and Expenditure Report for all cash accounts monthly to Council.

9. Collects, processes and records all payments to the Village. Balances the cash drawer, makes deposits, and completes related financial transactions. The clerk has the authority to pay appropriate utility billings in a timely manner without the necessary prior approval of two members of the Finance Committee.

10. Maintains confidential personnel files in accordance with legal guidelines. Files may include benefits/ insurance information, documents related to accident/damage claims and/or drug and alcohol testing results.

11. Processes all monthly, quarterly and annual reports as required by state and Federal agencies.

12. Processes and keeps proper records for all accounts payable transactions, including payroll, prepares related reports and pays payroll taxes. Serves as benefit administrator, making payments for benefits and retirement, researches new alternatives as requested and responds to employee or vendor inquiries as needed. In processing accounts payable invoices, two signatures by finance committee members are required on each invoice. A combination of two signatures is required on each check. Check signers are the clerk and /or President and /or President Pro-Tem.

13. Recruits and hires a responsible person as the Deputy Clerk to work with the Clerk and be trained and available to step in for the Clerk in his/her absence. In this instance it is the responsibility of the Clerk to plan, assign and coordinate the work load, evaluate his/her performance and oversee the training of the individual. The Clerk must take disciplinary action in the event a less than acceptable performance is noted in the Deputy Clerk.

14. Answer phones and responds to citizen's inquiries and complaints. Responds to mortgage companies and other phone contacts in an efficient manner.

15. Performs other duties as required or assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

1. Some knowledge of the laws, ordinances and related legislation pertaining to record management and Freedom of Information requests in municipal government.

2. Skill in compiling and evaluating complex financial data and preparing clear and accurate reports.

3. Skill in maintaining a record keeping system and performing other administrative functions.

4. Skill in effectively communicating ideas and concepts orally and in writing

6. Skill in the use of office equipment and technology, including computers and related software and the ability to master new technology.

7. Ability to manage multiple priorities and work effectively under stress and within deadlines

8. Ability to plan, coordinate, assigns, train and supervise the work of the Deputy Clerk.

9. Ability to establish effective working relationships and exercises professionalism, good judgment, initiative and resourcefulness when dealing with the public, Village officials, members of boards and commissions representatives from other governmental agencies and /or professionals or employees.

10. Possess a valid Michigan Vehicle Operator's License

11. Ability to attend meetings at times outside of normal business hours and /or travel to other locations if the need arises.