CITY OF PLEASANT VALLEY

JOB DESCRIPTION

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| **Job Title:** Assistant City Clerk | **Reports to:** City Clerk |
| **Department:** Administration | **FLSA Classification:** Non- Exempt  |
| **Revision Date:** March 2023 | **Pay Grade:** 135 |
| **Minimum Education:** * High school diploma/GED.
* Associate’s Degree in Accounting or related field preferred.
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| **Minimum Experience:** * Minimum of four (4) years accounting experience. Local government experience preferred. Incode 10 experience a plus.
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| **Minimum Certification:** None |
| **Other Requirements:** Obtain Notary Public Certification as soon as possible. City Clerk certification, through MOCCFOA, in 4 years. |

POSITION SUMMARY

This position is responsible for administrative and clerical tasks for the Administration Department.

ESSENTIAL FUNCTIONS

*The following duties are normal for this position. However, they are not to be construed as exclusive or all–inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

1. Performs administrative support functions for the City Clerk’s Office; serves as central liaison for department in the dissemination of administrative information.
2. Addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to appropriate staff.
3. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail in absence of Administrative Assistant.
4. Composes general and confidential correspondence and reports; proofreads and edits documents.
5. Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
6. Purchases equipment and supplies for administration and other City departments.
7. Assists with the preparation of agendas, packets, and minutes. Assists staff with preparation of materials. Publishes and posts accordingly.
8. Assists City Clerk with statutory work, including elections, public records requests, and census preparation, recording and reporting.
9. Assists City Clerk with indexing of ordinances and ordinance-related research.
10. Assists City Clerk with regular and special meetings as needed. Performs duties of the Clerk when the City Clerk is unavailable.
11. Performs timely accounts payable processing, including verifying accuracy and entering invoices into the computer system; ensure expenditures are applied to appropriate line items, accounts, and funds; generates the payments on-line or through check processing; prepares financial portion of the Consent Agenda for Board of Aldermen meetings. Monitor accounts and make appropriate journal entries for withdrawals. Ensure there is appropriate detail for all expenditures.
12. Maintain vendor files including accurate information and up-to-date supporting tax documents including W-9’s, 1099’s, etc.
13. Performs accounts receivable functions. Generates and sends appropriate invoice documents and ensures receipt of those funds. Receives payments from the public; issues receipts and distributes appropriate funds by accurately entering information into the cash receipting system(s); sets up payment plans when applicable; prepares monthly late fee assessments. Monitor ambulance billing and customer payment status and work closely with the billing company to communicate receipt of funds. Work closely with the Sewer billing company to ensure status of payments. Perform daily review of all bank accounts and properly document and record ACH deposits into the City’s financial system. Receives the end of month Court documentation and revenues. Verifies the detail and distributes the funds into appropriate bank accounts and records information in the City’s financial system.
14. Grant revenues and expenditures. Properly track and document with invoice copies and check copies all grant revenues and expenditures, including copies of cleared checks. Maintain communication with department requesting grant to ensure all documentation is complete.
15. Completes monthly bank reconciliations of all City accounts, ensuring proper documentation is retained for annual audit.
16. Processes and follows-up on wage garnishments and levies by Federal, State, and county court orders.
17. Completes court-related journal entries and court bank reconciliations in the City’s financial system.
18. Provides administrative and staff support to Board of Alderman and designated boards, commissions, and committees, as assigned.
19. Responds to citizen questions, complaints, and concerns in a respectful and timely manner.
20. Assists in the maintenance of the City website and social media in accordance with City Policy.
21. Maintains and reconciles the City credit cards. Frequently monitor transactions to ensure legitimacy to avoid abuse or fraud. Add and delete users as needed.
22. Provides backup support to other department personnel, as needed.
23. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department’s operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
3. Skill in preparing accounting transactions, financial statements, and reports.
4. Skill in applying accounting principles to work activities in a municipal accounting system.
5. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information.
6. Ability to analyze and prepare organizational and functional reports from research data.
7. Knowledge of computer software consistent for this position including knowledge of Microsoft Office and prior experience with financial management systems.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
10. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
11. Ability to perform word processing and/or data entry.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to perform mathematical calculations required for this position.
14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to always maintain professionalism.
20. Ability to maintain confidentiality.
21. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to establish and maintain effective working relationships with others.
23. Ability to work the allocated hours of the position.

# PHYSICAL AND WORK ENVIRONMENT

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law.  Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.*

* This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching, or crawling and reaching with hands and arms.
* Work has standard vision requirements.
* Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
* Hearing is required to perceive information at normal spoken word levels.
* Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
* Work is generally in a moderately noisy office setting.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time.  The duties listed above are intended only as illustrations of the various types of work that may be performed.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature Date

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Employee Printed Name