



DEPUTY CLERK/ TREASURER JOB DESCRIPTION

SUPERVISED BY: Clerk/Treasurer

SUPERVISES: All Full-time, part-time, temporary and seasonal employees of the Department

POSITION STATUS: Full-time, At-Will, FLSA-exempt

GENERAL SUMMARY

The Deputy Clerk/Treasurer is under the general supervision of the Finance Director/Treasurer; the Deputy Clerk/Treasurer will assist with all of the Clerk/Treasurer job duties as required by the Clerk/Treasurer or Village Manager and perform the specific additional duties regularly outlined in the job description.

ESSENTIAL DUTIES AND JOB FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Receives, screens and directs phone calls, greets and directs walk-in visitors and provides basic information about Village services and procedures.
- Processing all payment types to the Village, balances daily receipts and prepares the . bank deposit.
- Processes mail for the office, prepares typed correspondence as requested, files, copies, enters data, acts as general cashier and performs related clerical duties as assigned.
- Assists with utility billing and performs the duties of other front office staff as operational needs demand.
- Assists with maintaining the Village's office supply inventory, notifying the appropriate personnel of remaining stock and supply needs.
- Assists the Planning and Zoning Department in issuing permits according to Village codes, ordinances and established procedures.
- Assists with the maintenance of a comprehensive filing system for zoning related documents and records. Completes forms and reports and compiles data and information as assigned.
- Responds to inquiries and information requests regarding Zoning department matters, resolving routine issues and referring more complex problems to the appropriate personnel.
- Assists Clerk/Treasurer with the bi-weekly and annual payroll processes as requested performed in compliance with all local, State and Federal guidelines.
- Routine filing of documents as it relates to specific functions of local municipal government.
- Performs related work as required.
- Taking and distributing FOIA request(s).
- Putting together new hire packets, verifying new hire information.

- Process special event permits.
- Maintain Cemetery records, sets up funerals.
- Distribute dog licenses.
- Maintain and update Asset management.
- Runs Miscellaneous Receivable invoices.

Accounts Payable duties:

- Reviews all invoices for appropriate documentation and approval prior to payment.
- Distributes signed checks as required.
- Answers all vendor inquiries.
- Maintains all accounts payable reports and spreadsheets.
- Assists in monthly statements.
- Performs filing and copying.
- Performs related work as required

Utility Billing Duties:

Operates a computer to prepare water bills; checks for any apparent reading errors and calculates consumptions; computes charges and posts bills; addresses bills using computer.

- Refers unusual readings to water personnel for rereading; maintains records of malfunctioning or broken meters and repairs made; contact customers to explain errors and to notify of repair work to be done.
- Prepares records to open and close accounts; assigns account numbers and establishes appropriate records.
- Prepares work orders to turn water on or off, process final bill requests, testing and equipment verification.
- Coordinates meter reading, enters readings into computer.
- Adds new customers to systems and answer questions regarding meter readings.
- Performs related work as required.

WORKING CONDITIONS AND PHYSICAL EFFORT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly in a typical business office setting where he or she is occasionally required to:

- Stand, walk, sit, stoop, kneel, crouch and crawl;
- Climb, balance, bend, twist and reach;
- Feel, talk and hear (normal range in normal office environment)
- Lift, carry, push/pull up to 25 pounds.

JOB REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Qualifications:

A high school diploma or the equivalent. Some college level coursework or specialized training in office management, bookkeeping, municipal accounting or another related field is preferred.

Minimum of one or more years of related experience.

Must be 18 years of age, a citizen of the United States and possess a valid Michigan Driver's license.

Knowledge, Skills, and Abilities

- Well-developed communication skills, both oral and written.
- Ability to retain confidentiality of village employment, personnel and financial matters.
- Read, write and subtract.
- Skills in the use of computer, calculator, telephone and copy machine.
- Proficiency in software program used by the Village.
- Working knowledge of Microsoft Office software and their applications.
- Good interpersonal skills.
- Ability to work independently and in a team environment.
- Capable of meeting and dealing with the public in a pleasant manner.
- Knowledge of modern office procedures including cash handling and proper phone etiquette.
- Skill in maintaining complex records and document retention.
- Skill in responding to public inquiries and internal request with a high degree of diplomacy, accuracy and professionalism and in facilitating detailed application procedures.
- Ability to manage multiple priorities and maintain attention to detail.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.
- Ability to type, enter data and perform mathematical computations with speed and accuracy.
- Ability to understand and follow complex oral and written instructions and carry them out independently.

Approved by Village Council: 12/11/2023