



Village of Elberta
JOB DESCRIPTION

CLERK/TREASURER
Appointed Official

Overseen by: Village President
Reports to: Village Council

General Summary:

Accomplishes the operations and statutory duties of the office of clerk and treasurer under the General Law Village Act. Coordinates the collection and investment of taxes and the accounting of Village funds. Maintains all official Village records and ordinances. Work is performed with latitude for independent judgment and action to achieve objectives. Works with Village President, Deputies and other village employees in a variety of accounting, record-keeping, and public assistance.

Essential Job Functions:

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

1. Serves as Secretary to the Village Council. Prepares agenda items and compiles packets, records meeting minutes according to the Village Rules of Procedure, processes correspondence, publishes all legal notices as required by law. Completes follow-up paperwork, contracts, resolutions, etc. sending correspondence and documents to the appropriate person or agency. Distributes minutes.
2. Serves as the official custodian for the safekeeping and management of all Village records, documents, and the Village seal. Certifies ordinances, resolutions, meeting minutes, and policies. Maintains minutes, resolution, and policy books and codified publications of ordinance. Administers oaths of office, issues permits, and licenses.
3. Directs the accounting and financial reporting activities of the Village in a manner consistent with established municipal accounting principles and laws. Works in conjunction with the Deputy Clerk and Deputy Treasurer for compliance with Village policies utilizing proper check and balances procedures. Prepares financial statements and reports including ACT 51 funds, and others as required. Coordinates audits, completes monthly bank reconciliations, and the Deficit Elimination Plan. Records accounts-receivable entries, makes General Ledger entries, and records credits/debits in accounting records.
4. Assists with the preparation of the annual fiscal budget. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget, amends budget as necessary, and keeps the Village President and department heads apprised of the villages ongoing financial condition. Required to be an active participant in the Budget, Grant, Finance, and Audit Committee (BGFAC).

5. Oversees the collection and investment of all Village funds. Investigates and examines various investment options to achieve the objectives of the Village's investment policy while maintaining proper cash flow.
6. Calculates tax rolls, including special assessment rolls, verifies tax bills, and processes changes to rolls. Collects and records tax payments and reconciles payments and delinquencies with the County. Works with the County Treasurer and Townships Assessor on tax issues as required.
7. Collects, processes, and records all payments to the village. Balances cash drawer and makes deposits. Transfers funds, makes payments on bond debts, and completes related financial transactions.
8. Processes and keeps proper records for all accounts payable transactions, including payroll; prepares related reports, and pays payroll taxes. Serves as benefits administrator.
9. Manages utility accounts, processes regular billings, and provides customer service. Opens and closes accounts, posts payments or other account activities, enters meter readings and generates bulk billings. Initiates shut-off notices or the collections process according to established procedures for Utility Billing; devises and enforces payment plans and prepares additions of unpaid utility and unpaid miscellaneous invoices to the tax roll for Council approval. Receives and receipts for village water/sewer/trash and other payments. Assists customers with inquiries and complaints and takes appropriate actions to resolve them. Explains bills and payment procedures.
10. Accepts Short Term Rental applications, checks for completeness and refers to Village President. Functions as Special Use Permit accepting agent. Verifies information on applications, checks supporting documents for compliance with guidelines, collects fees and issues application and accompanying report to Planning Commission or Zoning Board of Appeals.
11. Tasked with engaging in sensitive issues, maintaining confidential personnel information in accordance with legal guidelines which requires discretion, as well as regular customer contact requiring public relations skills.
12. Receives, processes, and issues receipts; notarizes signatures; indexes; issues certified copies and all related paperwork for a broad array of certifications, licenses, grants, and official documents. Provides customer assistance at the counter, over the phone, and via email, often managing the more difficult issues or problems personally.
13. Attends all meetings of the Village Council, Zoning Board of Appeals, and, when requested, the Planning Commission.
14. Oversees payroll disbursement by preparing the computation of time worked and wages due to Village employees/officials, supervises the preparation and issuance of Village payroll checks and records on officials/employees' personal time worked per Village policies.
15. Research and processes insurance claims for the Village and village staff. Serves as the liaison between the insurance company, the claimants, and the village.

16. Processes all monthly, quarterly, and annual reports required by State and Federal agencies.
17. Updates Village website as necessary to provide current and accurate information to public. Attends conferences, workshops, seminars, and webinars as appropriate.
18. Keeps abreast of new administrative techniques and current issues through continued education and professional growth.
19. Performs related work as required or assigned.

Job Requirements:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications 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 equivalent supplemented by college course work, vocational, or specialized training in office management, business, accounting, or related field with bookkeeping-related training and aptitude.
- Two or more years' experience in a finance department, business office, or administrative position, preferably in a municipal setting.
- Hold a valid State of Michigan Driver's License.
- Possess certification as a Notary Public.
- Ability to be bonded by a surety company.
- Certification as a Municipal Clerk or Municipal Treasurer, or ability to obtain upon hire.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of public finance and budgeting, municipal accounting systems, tax collection, investments, payroll and benefits administration, bookkeeping practices, and cash handling techniques. Grant writing/knowledge a plus.
- Thorough knowledge of the laws, ordinances, resolutions, policies, and other regulations pertaining to records management, public information, and general municipal administration.
- Ability to plan, coordinate, assign, train, work in tandem with and review the work of clerical and accounting staff engaged in the performance of varied duties related to management.
- Considerable knowledge of the legal requirements related to the keeping and preserving of Council minutes and official records.
- Thorough knowledge of the principles and procedures of office management.

- Thorough knowledge of Village services, organizational structure, and general operations to effectively direct and assist the public.
- Ability to manage multiple priorities and work effectively under stress and within deadlines.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master modern technologies. Knowledge of Fund Balance and B,S & A programs a plus.
- Skill in accurately compiling and evaluating data and information and preparing clear and accurate reports. Maintains a uniform system of accounts and keeps such other records and accounts as may be required by statute or ordinance.
- Carefully preserves the records and documents belonging to the Village, maintains a proper index to all such records and documents to facilitate ready access thereto and use thereof.
- Ability to effectively communicate and exercise a high degree of diplomacy both orally and in writing.
- Ability to establish effective working relationships and use good judgment; initiative, and resourcefulness when dealing with the public, village officials, members of Commissions and Committees, representatives from other agencies, units of government and fellow employees is expected.
- Ability to apply rules, regulations, and correct administrative practices, procedures, and policies.
- Ability to attend meetings outside of normal business hours and travel to separate locations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that an Appointed Official will encounter 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 official is required to communicate with others in person, via email, and on the telephone. The Clerk/Treasurer must frequently write and read written and computerized documents, handle money, and file documents as needed. The official must frequently lift and/or move objects of light weight and occasionally lift objects of varying weight.

While performing the duties of this job, the Clerk/Treasurer works in a business office connected to the garage. The noise level in the work environment is usually quiet to moderate but can occasionally be loud. The official is frequently required to travel to the Community Building within the Village limits to attend meetings. The work area is climate controlled and there is an easily accessible restroom on the premises.