



DEPUTY CLERK/Admin Assistant

Supervised by: Appointed Clerk/Treasurer
Reports to: Village President

Job Purpose:

Under the direct supervision of the Appointed Village Clerk/Treasurer the Deputy Clerk/Administrative Assistant is an at will employee and performs a variety of administrative, bookkeeping, and clerical functions in the support of the daily operations of the Village of Elberta Office.

Essential Job Functions:

An employee 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 employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Balances monies receipted in the Village office; prepares and submits transmittal to the Clerk/Treasurer or Deputy Treasurer. Records accounts receivable entries, reconciles petty cash, writes/prints checks, General Ledger entries, and records credits/debits in accounting records. Routine
2. Reviews the work performed by coworkers for compliance with policies, state, and federal statutes, Village Ordinances, Resolutions, and administrative orders. May occasionally be required to participate in a Budget, Grant, Finance and Audit Committee (BGFAC) Meeting.
3. Accepts Short Term Rental applications, checks for completeness and refers to Village Clerk/Treasurer. Performs all administrative work for the Village Council including notices, meeting materials, notifications, correspondence, license issuance and follow-up work. Maintains up-to-date files regarding policies and other council decisions.
4. 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 and over the phone, often managing the more difficult issues or problems personally.
5. Functions as Special Use/Zoning Permit(s) accepting agent. Verifies information on applications, checks supporting documents for compliance with guidelines, collects fees, issues application and accompanying report to The Zoning Administrator, Planning Commission or Zoning Board of Appeals.
6. Performs the work of the accountant as required, including general ledger management, budget monitoring, financial analysis.

7. Assists the Clerk/Treasurer with the bi-weekly and annual payroll processes as requested performed in compliance with all local, State and Federal guidelines.
8. Records and prepares minutes of the Village Council meetings in the absence of the Village Clerk/Treasurer. Completes follow-up paperwork, contracts, resolutions, etc. sending correspondence and documents to the appropriate person or agency. Distributes minutes.
9. Performs a wide range of tasks as requested or assigned by the Village Clerk/Treasurer, President, and Village Council.
10. Updates Village website as necessary to provide current and accurate information to public.
11. Routine filing of documents as it relates to specific functions of local municipal government.
12. Performs related work as required or assigned.

Accounts Payable Duties

Examples of duties performed:

- Reviews all invoices, and codes according to the budget line item it pertains to
- Prints and obtains signatures on all accounts payable checks.
- Distributes signed checks as required.
- Prepares garnishment checks per reports from payroll
- Answers all vendor inquiries
- Maintains all accounts payable reports and spreadsheets
- Assists in monthly statements
- Performs filing and copying
- Performs related work as required or assigned

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 a computer. (See Utility Billing Procedure for step-by-step process)

Examples of duties performed:

- Refers unusual readings to DPW Superintendent for rereading; maintains records of malfunctioning or broken meters and the 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 notices to turn water services on or off, process final bill requests, testing and equipment verification.
- Enters meter reads into the computer.
- Adds new customers to systems and answers questions regarding meter readings.
- 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 vocational or specialized training in office management or related field with some bookkeeping, municipal accounting, or another related field.
- Minimum of one or more years' experience in a responsible secretarial or administrative support position, preferably in a municipal setting.
- Must be a citizen of the United States and possess a valid Michigan ID.

Knowledge, Skills, and Abilities:

- Knowledge of accounting systems, bookkeeping practices, and cash handling techniques. Grant writing/knowledge a plus, but not a requirement.
- Knowledge of the laws, ordinances, resolutions, policies, and other regulations pertaining to records management, public information, and general municipal administration.
- Knowledge of Village services, organizational structure, and general operations to effectively direct and assist the public.
- Proficiency and working knowledge of Microsoft Office software and their applications. 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.
- Ability to understand and follow complex oral and written instructions and carry them out independently.
- Skills in maintaining complete records and document retention systems.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to function as Appointed Village Clerk/Treasurer in the incumbent's absence.
- Ability to effectively communicate and exercise a high degree of diplomacy both orally and in writing.
- Ability to retain confidentiality of village employment, personnel, and financial matters.

- Ability to establish effective working relationships and use good judgment; initiative and resourcefulness when dealing with the public, village officials, other agencies, and fellow employees is expected.
- Ability to apply rules, regulations and correct administrative practices, procedures, and policies.
- Ability to assess situations, solve problems and work effectively under stress, with priorities constantly changing.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that an employee 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 employee works in a business office and must frequently lift and/or move objects of light to medium weight. The noise level in the work environment is usually quiet to moderate but can occasionally be loud. The work area is climate controlled and there is an easily accessible restroom on the premises.