



DEPUTY CLERK-TREASURER

Finance Administrative Assistant

Reports to: Village President and Appointed Clerk-Treasurer

General Summary

Reports to the Appointed Clerk-Treasurer and the Village President as an at will employee and assists those officials in performing the statutory duties of the offices of Clerk and Treasurer. The Deputy Clerk-Treasurer performs various administrative, bookkeeping, and clerical functions supporting the daily operations of the Village of Elberta. Responsibilities include assisting with daily, weekly and monthly financial operations of the village, including administering payroll and accounts payable and collecting receivables such as utility receipts, taxes, rental and permit fees.

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.

- ◆ Provide customer service at the Village office by receiving visitors in person, answer phone calls and emails from residents, taxpayers, utility customers and others, refer to other Village departments or officials when appropriate.
- ◆ Work to build and maintain proficiency in the Village software system to compile data and generate required reports. Check system reports against all accounts posted to ensure accuracy, making corrections and noting changes as needed.
- ◆ Assist Clerk-Treasurer to balance monies received. Prepare and submit transmittal to the Clerk-Treasurer. Record accounts receivable entries. Reconcile petty cash. Write/Print checks. Record credits/debits within Village software system.
- ◆ Performs filing, scanning and copying as needed. Familiarity with State of Michigan Records Retention standards and requirements.
- ◆ Collect monies due the Village for taxes, utility license fees, services, and other accounts receivable, by over the counter, drop box, and by mail. Issue receipts and maintain related records using Village of Elberta financial software system.
- ◆ Respond to requests from other departments, entities and supervisors for information regarding current and historical billings and accounts receivable documentation and reports.
- ◆ Assist in reconciling cash balance and bank statements for all Village bank accounts.
- ◆ Accept Short Term Rental applications, check for completeness and refer to Village Clerk-Treasurer. Assist Clerk-Treasurer in performing all administrative work for the Village Council including notices, meeting materials, notifications, correspondence, license issuance and follow-up work. Maintain up-to-date files regarding policies and other council decisions.
- ◆ Assist Clerk-Treasurer with coordination and supervision of the Village's auditors' work, including assisting in the year-end closing of financial records and providing needed documentation, schedules, and information to them.

- ◆ Assist with preparing, or supervising, various county, state, and federal forms and reports as required. Assist to ensure and maintain accuracy of department records.
- ◆ Assist the Clerk-Treasurer with the bi-weekly and annual payroll processes as requested in compliance with all local, State and Federal guidelines.
- ◆ May assist with or record and prepare minutes of the Village Council or other Village committee/commission meetings. Distribute minutes to appropriate personnel, complete follow-up paperwork, contracts, resolutions, etc. sending correspondence and documents to the appropriate person or agency.
- ◆ Perform the duties of other Office personnel as workloads, absences, or emergencies dictate. Perform related work as required or assigned.
- ◆ Assist with updates to the Village website as necessary to provide current and accurate information to the public.
- ◆ Perform routine filing of documents as it relates to specific functions of local municipal government.
- ◆ Assist in the monthly processing of water, sewer, and refuse billings using Village of Elberta billing software system to ensure accurate and timely billing. Enters meter reads, reviews data for irregularities and omissions computes and verifies totals and prepares bills and second notices for mailing and/or emailing. Balances the cash drawer and prepares bank deposits.
- ◆ Assist Clerk-Treasurer and Township Clerk with duties related to election and filing information for candidates and voters.

Utility Billing Duties Summary

Using Village software system, assist Clerk-Treasurer and other front office staff to prepare water bills. Check errors and discrepancies in meter reads. Work in system to calculate utility usage. Compute charges, print, post and send paper and electronic bills.

Examples of duties performed:

- Refer unusual readings to Department of Public Works (DPW) for rereading.
- Maintain records of malfunctioning or broken meters and the repairs made.
- Contact customers to explain errors and process work orders for repairs.
- Open and close utility accounts according to system protocol.
- Prepare notices to turn water services on or off, process final bill requests.
- Perform related work as required or assigned.
- Assist Clerk-Treasurer in producing shut-off notices for nonpayment of utilities and follow up with DPW to ensure timely shut-off and turn on.
- Working within Village of Elberta policy set by Council, assist customers in establishing payment schedules.
- Perform 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 position's essential functions. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Qualifications

- 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.
- An orientation toward and interest in working and learning within a public service organization, dedicated to achieving a high-quality responsive level of service.
- Considerable knowledge of modern computer office and enterprise resource planning systems. Knowledge of BS&A programs a plus.
- Working knowledge of Microsoft 365 office suite applications.
- Grant writing and or grant management knowledge a plus.
- 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.
- 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.
- Skill 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 high diplomacy both orally and in writing.
- Ability to maintain 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.
- Ability to apply rules, regulations, and correct administrative practices, procedures, and policies.
- Skill in answering inquiries from the public, village staff, and other governmental units regarding department operations and the village's financial condition. Ability to communicate effectively and present ideas orally and in writing. Ability to prepare and maintain accurate records and reports and to perform mathematical computations quickly and accurately.

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 this job's duties, the employee must communicate with others in person and on the telephone. The employee must write and read written and computerized documents, handle money, and file documents as needed. The employee must frequently lift and/or move objects of medium weight.

While performing the duties of this job, the employee works in a business office. The noise level in the work environment is typically low to moderate. The office space is climate controlled and there is an easily accessible restroom.