

# CITY OF HASTINGS JOB DESCRIPTION

## CITY CLERK/TREASURER

**Supervised By:** City Manager

**Supervises:** Employees assigned to the Clerk, Treasury and Finance operations

**FLSA Status:** Exempt

### **Position Summary:**

Under the supervision of the City Manager, conducts national, state, and local elections and serves as official custodian of the City seal and all City records, documents and ordinances. Ensures that accounting methods are in accordance with generally accepted accounting principles, generates required financial reports and ensures that appropriate financial policies and internal controls are developed and maintained. Oversees the collection and management of all monies owed to and held by the City. Serves as the Cemetery Administrator.

### **Essential 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.

1. Attends all meetings of the City Council and keeps records of meeting minutes. Serves as custodian of the City seal and affixes it to all documents and instruments requiring the seal of the City and attests the same. Certifies, by signature, all ordinances and resolutions enacted or passed by the City Council.
2. Supervises all assigned staff. Determines work priorities, assigns workload to appropriate employees, monitors performance and initiates training, discipline and other personnel actions.
3. Serves as custodian of all papers, documents, and records pertaining to the City; keeps records of all ordinances, resolutions, official bonds, and franchises, contracts, insurances, or agreements to which the City is a party, and any action of the Council. Administers oaths required by law, ordinance, or the Charter, and gives ample notice to the proper City officials of the expiration or termination of their terms of office.
4. Serves as the chief elections officer of the City. Selects and trains election workers, publishes election notices and issues absentee ballots. Supervises the registration of voters and the conduct of elections.
5. Administers the receipt of all moneys belonging to and receivable by the City that may be collected by any officials or employees of the City. Ensures effective cash collection, deposit, and disbursement procedures to maximize cash availability.

6. Properly administers the deposit of all monies or funds of the City. Utilizes a range of investment opportunities to make sound investments.
7. Assists the City Manager in the preparation of the annual budget for the City. Prepares long-range budget forecasts.
8. In cooperation with contracted accounting services, position oversees and maintains the general ledger, including analysis and preparation of necessary journal entries, and transfers Directs the maintenance of all financial records, required supporting documentation and fund distributions.
9. Works with contracted accounting services to oversee year-end closing of financial records and general audit , including preparation of account analysis, confirmations and other correspondence. Assists external auditors by researching and responding to inquiries for information and preparing schedules and journal entries as requested.
10. Facilitates the preparation of information for, and review of, the general-purpose financial statements in accordance with generally accepted accounting principles.
11. Prepares monthly financial reports for the City Council, City Manager or as otherwise required. Advises the City Manager and City Council regarding the financial status of the City and recommends methods for financing projects.
12. Supervises the keeping of tax rolls and special assessments, property tax bills, and delinquent tax rolls.
13. Examines and verifies all accounts and claims against the City.
14. Issues all licenses required to be issued by the ordinances of the City.
15. Coordinates and administers grant programs with City departments and maintains individual grant accounts and required documents.
16. Oversees the maintenance of property/casualty/liability, Worker's Compensation, unemployment, and health insurance for the City. Works with insurance companies, the MML pool and employees on insurance matters.
17. Supervises the maintenance of personnel records and the submission of all required payroll and employment reports.
18. Administers the receipt of and response to all requests for public information made to the City under the Freedom of Information Act.
19. Plans and ensures professional and technical development for self and department staff through training programs, educational seminars, and routine work review.
20. Serves as administrator of the Riverside Cemetery and serves on the Riverside Cemetery Advisory Board as primary staff contact.

21. Performs other duties as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

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.

Requirements include the following:

- Bachelor's Degree in accounting, business administration and five years of progressively greater experience in finance and accounting.
- The City, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, and general municipal administration.
- Thorough knowledge of the principles and procedures of professional office management.
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting and financial reporting.
- Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, GASB and IRS regulations, and skill in applying related principles and requirements.
- Knowledge and application of cash management and investment procedures, property tax laws, and banking procedures.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in assembling and analyzing financial data, developing operating and capital budgets, and preparing comprehensive and accurate reports.
- Ability to acquire a thorough knowledge of the City Charter and official City policies.
- Skill in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Skill in maintaining complex record keeping and document retention systems.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and specialized clerk's office and financial software; and the ability to master new technologies.

- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changing work priorities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, professional contacts, and the public.
- Ability to attend meetings scheduled at night or at times other than regular business hours. Attends election activities as a requirement of the job.

**Physical Demands and Work Environment:**

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 required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting but is also required to attend meetings after standard business hours. The noise level in the work environment is usually quiet and sometimes moderate.

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*The City of Hastings provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*