

# CITY OF ROTHSAY

## CITY CLERK/TREASURER

### JOB DESCRIPTION

**Supervisor:**

Mayor and City Council

**Nature of Work:**

General Administrating, Election Administration, Account Receivables and Payables, Record Keeping, Payroll, Bond Management, and Financial Reporting.

**Scope of Job Duties:**

The Clerk/Treasurer performs administrative duties in directing and conducting the daily operations of the city. Works in cooperation with the Public Works Department, Mayor & Council, and other contracted services the city has. Performs financial services, fund accounting and oversight on all accounting functions. Attends all council and special meetings.

**Major Areas of Responsibility:**

- Coordinates with Council in administering municipal affairs as provided by Council action, State and Federal Statutes.
- Recommends to City Council such programs, policies, measures, resolutions, and ordinances as considered necessary for the welfare of the citizens in the efficient administration of the City.
- Prepares agendas, packets and reports relating to the municipality for monthly and special meetings for council to take action on.
- Records all of the Council proceeding, including preparing minutes of Council meetings and maintaining the Ordinance book.
- Conducts, records, and certifies all city elections.
- Responsible for ordering and/or purchasing of all office supplies.
- Provides information to the public concerning government business.
- Manages investment accounts and bonded debts.
- Works with, and administer duties given by the City of Rothsay Economic Development Authority.
- Manages city payroll operations, including deduction and reporting requirements.
- Prepares year-end financial reports.
- Prepares and administer the city budget.
- Prepares bi-monthly utility billings and administers unpaid bills penalty procedures.
- Certifies to County Auditor all tax levies and special assessments.
- Post and publish such notices, ordinances, and resolutions as may be required.

- Coordinates all correspondence on behalf of the Council.
- Processes all city licenses and permits.
- Manages the scheduling of city park shelter.
- Performs general office functions.
- Performs other duties as assigned by the Council.

**Knowledge, Skills, Abilities:**

- Knowledge of, or willingness and positive attitude to learn, fund accounting, billing practices and procedures for data entry purposes.
- Knowledge of or willingness and positive attitude to learn, city ordinances, resolutions and policies.
- Knowledge of or willingness and positive attitude to learn, laws, rules, and regulations affecting city government.
- Knowledge of or willingness and positive attitude to learn, computer systems and utility billing procedures.
- Knowledge of or willingness and positive attitude to learn, state, county and local election procedures and operations.
- Knowledge of general office procedures and office management.
- Ability to keep accurate and complete records and files.
- Ability to analyze information and develop alternatives for consideration.
- Ability to communicate effectively with city staff, elected officials, and the public.
- Ability to prepare financial reports and prepare and administer the city budget.
- Ability to prioritize and coordinate city finances for operations and services.

**Minimum Qualifications and Experience:**

- High school graduate or GED.
- Valid driver's license.
- One year of office administrative support and bookkeeping experience.
- Proficient in Microsoft Office, Outlook, and basic computing.
- Customer service, communication, and organizational skill.

**Desired Qualifications:**

Two-year or four-year degree in accounting and/or financing or related field.