



POSITION DESCRIPTION
An Equal Opportunity Employer

Position:	Clerk Treasurer	Classification Range:	Salary Range D
Dept./Div.:	Clerk-Treasurer	FLSA Status:	Nonexempt
Reports to:	Mayor	Civil Service Status:	Unclassified
Subject to Recall:		Employment Status:	Full-Time
EEO Status:		DOT/O*Net Code:	
Employee Name:		Normal Work Hours:	

JOB RESPONSIBILITIES

Under administrative direction, directs and monitors the City's financial planning, accounting, collection and custody of funds; controls disbursements; countersigns bonds and notes; certified contracts and obligations for expenditures; participates in investment of city funds; performs other related duties as required.

QUALIFICATIONS

Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities, listed below. An example of an acceptable qualification for this position is as follows:

Completion of post-secondary education in business, finance, or accounting, and 5-10 years municipal finance experience including work in municipal accounting, budgeting and purchasing, and including the supervision of others or equivalent.

ILLUSTRATIVE DUTIES

Oversees and directs the treasury, budgeting, annual audit, local income tax, governmental accounting, purchasing, real estate, and insurance activities for the City.

Oversees and directs the City's Utility Billing and Local Income Tax offices, accounts payable, accounts receivable, payroll and personnel records, debt and other investment policies.

Participates in managements responsibilities and decisions for the Clerk-Treasurer's office such as, but not limited to discipline, hiring, promotions, and employee evaluations.

Prepares the operating budget; including revenue projections, appropriations, and citywide fund management with departmental input.

Supervises accounts payable functions. Certified the availability of funds on all purchase orders.



Processes legal documents necessary for issuance of notes or bonds and is responsible for the retirement of all debt.

Conducts research and prepares various records, reports and other related documentation. (e.g., annual state financial report, familiar with GAAP/GASB financial statement reporting requirements, ARPA reports, ACA reports, monthly financial reports. Responsible for compliance with applicable Federal, State and Local laws, rules and regulations and prepares other reports as required by grants and/or governmental agencies.

Supervises all data processing for the Clerk-Treasurer's office. Selects appropriate financial management, payroll, personnel, utility billing, income tax and any other applicable software for use in the office.

Invests all city funds. Keep any necessary investment registers and properly apportions interest.

Serves as the Clerk for the City Council and the Board of Public Affairs.

Duties include preparing minutes for the Council and the Board, maintaining and documenting all ordinances and resolutions. Administering openings of all bids for various city projects.

Communicates with City Council members, Board of Public Affairs members, outside auditors, bond counselors, bank and other related professionals regarding city finances, investments, depository contracts, bond and note issues, insurance, etc.

Coordinates the administration and implementation of the employee benefit programs such as health insurance, dental insurance, vision insurance, life insurance, workers compensations, deferred compensation, the PERS retirement plan, and other plans as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of management practices and principles, personnel management, public finance, public accounting, codes, ordinances and other regulations governing public finances, city government structure and process, computer operations, computer software, public relations, investment strategies.

Ability to direct and coordinate activities of others; exercise considerable independent judgement; communicate effectively through speech and writing; collect, analyze and interpret data; identify existing or potential problem areas and formulate correction measures; develop and maintain working relationships with other city employees, community officials and other related professionals; prepare and maintain accurate documentation; review work of others to ensure compliance with established standards; utilize computer hardware; select and utilize computer software to meet financial and personnel reporting needs.



EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

See Section 701 "Employee conduct and Work Rules" of the City of Bryan Employee Handbook

See Section 709 "Corrective Action" of the City of Bryan Employee Handbook

See Section 710 "Disciplinary Procedures" of the City of Bryan Employee Handbook

COURSE OF ACTION

The following sequence will be used as a course of action. However, the Department Head has the right for exceptions to this course of action.

- 1. Verbal Warning
- 2. Written Warning
- 3. Written Warning
- 4. Suspension (3) Days Without Pay
- 5. Suspension (3) Days Without Pay
- 6. Dismissal

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)