



Village of Sebewaing

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This institution is an equal opportunity provider

www.SebewaingMI.gov

Clerk Job Description

General Summary:

Under the general supervision of the Village President, the Clerk directs the operations of the Village Office. Coordinates the collection and investment accounting of Village funds. Maintains all official Village records and ordinances, and serves as Secretary to the Village Council.

Essential Duties and 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. Serves as Secretary to the Village Council. Responsible for the preparation of the agenda and packets, records meeting minutes according to established standards of detail, processes correspondence, and publishes all legal notices as required by law.
2. Serves as the official custodian for the safekeeping and management of all Village records, documents and the Village Seal. Certifies ordinances and resolutions and is responsible for the maintenance of the minute books as well as the publishing and codification of the ordinances. Administers oaths of office and issues permits.
3. Directs the accounting and financial reporting activities of the Village in a manner consistent with established municipal accounting principles and laws. Responsible for the preparation of the monthly financial statements and reports, as well as special reporting for the DDA, TIFA's, IDD's, IFE's, Act 51 and others as required. Coordinates audits and provides the informational support requested.
4. Oversees the collection and investment of all Village funds. Investigates and examines various investment options to achieve the objectives of the Village's investment policy while maintaining proper cash flow.
5. Researches and verifies the processing of insurance claims for the village and village staff. Serves as the liaison between the insurance company, the claimants, and the village.
6. Responsible for the management and reconciliation of sewer/trash accounts, as well as to open and close accounts, post payments and other account activities, preparation of the additions of unpaid sewer/trash and unpaid miscellaneous invoices to the tax roll for Council approval. Assist customers with inquiries and complaints and take appropriate actions to resolve them.
7. Coordinates the preparation of the annual Village budget. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget, amend the budget as necessary, and keep the Village Council and department heads apprised of the Village's ongoing financial condition.
8. Responsible for collection, processing, and recording of payments to the Village. Oversees cash drawer balancing, deposits, funds transfers, payments on bond debts, and other financial transactions related items.

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9. Maintains confidential personnel files in accordance with legal guidelines. Files may involve benefits/insurance information, documents related to accident/damage claims, and drug and alcohol testing results.
10. Responsible for processing all monthly, quarterly, and annual reports required by State and Federal agencies.
11. Responsible for processing and maintenance of proper records for all accounts payable and payroll transactions, related report preparation, and all associated payments. Serves as benefits administrator, making payments for benefits, processing claims and paperwork, researching new alternatives as requested, and responding to employee or vendor inquiries as needed.
12. Assists in the recruitment and hire of Clerk/Treasury personnel; plans, assigns and coordinates workloads; and oversees training, performance, and professional development. Takes disciplinary action according to established procedures.
13. Keep abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate or requested.
14. Performs the duties of other Clerk Department staff as necessary. Works the front desk, answers phones, and responds to citizen inquiries and complaints as needed. Plans and coordinates special Village functions and events as requested.
15. Performs other duties as assigned.

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.

- A high school diploma with some college course work in accounting or finance is required. A Bachelor's degree in business, accounting or a related field is preferred.
- Three or more years in a finance department, business office, or related setting, with some Human Resource, administrative or supervisory experience.
- Knowledge of the principles of public finance and budgeting, municipal accounting, investments, and payroll and benefits administration.
- Considerable knowledge of the laws, ordinances and related legislation pertaining to records management in a municipal government.
- Considerable knowledge of official Village policies.
- Skill in compiling and evaluating complex financial data, and preparing clear and accurate reports.
- Skill in maintaining complex record keeping systems and performing other administrative functions.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in recording and transcribing meeting minutes with a high degree of accuracy and detail.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to manage multiple priorities and work effectively under stress and within deadlines.
- Ability to plan, coordinate, assign, train and supervise the work of subordinates engaged in a variety of activities.

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- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, Village officials, members of Boards, representatives from other units of government, other professionals in the field, and fellow employees.
- A valid State of Michigan Vehicle Operator's License.
- Ability to attend meetings at times outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Certification as a Notary Public.
- Encouraged to attend Clerk School.
- Confidentiality is a Major component of this Position.

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 with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents.

The employee must occasionally lift and/or move items of light or medium weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

The employee is periodically required to travel to other locations within and outside the Village. The employee is regularly required to stand and walk. The employee is frequently required to attend meetings. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.