

**TOWN CLERK/TREASURER
ALBERTON**

GENERAL STATEMENT OF DUTIES:

Under the general administrative policies of the Town of Alberton and Montana Statutes this position is responsible for regulating, controlling and documenting the financial condition of the Town and insures accuracy, completeness and timeliness of resulting financial reports, records and related documents. This position manages and invests money and oversees specialized accounts. Performs the duties of Clerk as prescribed by State Statute and the Town Council.

NATURE OF WORK:

This position is involved in the complex operation of controlling regulating and maintaining town finances and financial records, the management of money and maintaining and protecting town records and documents.

SUPERVISION RECEIVED: Direction of the Mayor and Council

SUPERVISION EXERCISED: Exercises directions over personnel as assigned.

PERSONAL CONTACTS: Frequent contact with the public and fellow employees, and Mayor and Council.

DUTIES: (May not include all responsibilities).

Attend all council meetings; records and signs official minutes, ordinances, bylaws, resolutions, and contracts passed, adopted or entered into by the Council; regulates, maintains and protects the "Ordinance Book" in which all ordinances, resolutions, bylaws passed and adopted are recorded; countersigns and causes to be published or posted, as prescribed by law, all ordinances, bylaws, or resolutions passed by the Council; signs, numbers and maintains a record of all licenses, commissions, permits granted or authorized by the council;

Records Management: Indexes and files documents, records and papers according to the Town's Records Management procedures manual. Records disposition and destruction according to the Town's Records management procedures manual. Files and preserves all records, books, or property belonging to the Town and passes on to successor when qualified.

Take and administer oaths.

Elections: Town Clerk reviews names and terms of office for Mayor and Council with the Count Elections Administrator.

Receives all money due the town, pays the same out on check/warrants drawn in accordance to statutes, (requires Mayor Signature and countersigned by Clerk) must be approved by council.

Each month balances the accounts, makes any adjustments needed. Balance the bank statement with the bank reconciliation in accounting system and also on the bank reconciliation spreadsheet.

At the end of each quarter presents a detailed statement of the amount of money belonging to the town and disbursed during the preceding quarter to the Mayor and Council. Maintains the books and account of the town in such a manner as to correctly represent the finances, which the Mayor and Council have full access to; renders at anytime an account to the Council showing the money on hand and the condition of the treasury; maintains a separate account of each fund or appropriation and the debits and credits thereof; the town clerk must make out in duplicate a annual financial statement of the town for that fiscal year, detailing all necessary items required by state law; the clerk must transmit one copy of the statement to the State of Montana and have available for the Town Council as prescribed by state statute.

Prepares the budget and gives to the Council for approval at Council meeting. Makes any adjustments required by the Council.

Give every person paying money to him/her as town clerk a receipt specifying the date of payment, the amount and for what paid.

Endorse checks, list and total cash and checks for bank deposits. Enter into the accounting system all official deposits. Water/sewer is done by journal voucher.

Deposits will be made on a weekly basis, and include all cash received plus checks/money orders etc. in the bank subject to national supervision or state examination, as the council shall designate, and not other, and the sums so deposited shall bear interest at the current Montana Statute requirement. To invest all public surplus monies at the best possible interest rates and report transactions to the council.

Assists the Mayor in preparing the agenda for the upcoming council meeting. Posts the agenda at the posting places on the Monday before the meeting, also posts on the town's website. Has a council packet ready for the Mayor and Council prior to the meeting.

Payroll: Prepare payroll for Town employees on a monthly basis. Maintain individual payroll records for each town employee for the calendar year. Prepare all monthly, quarterly, and annual reports required for the payroll; FICA, Medicare, Federal and State withholding, unemployment insurance, workers' compensation, PERS, annual W2's, 1099's, etc. Prior to the end of the fiscal year prepares a cost of living wage increase spreadsheet and gives to Council for approval. For each employee maintains a

spreadsheet for annual and sick leave. At the end of each fiscal year completes a compensated absence summary.

Dog License: Maintains the spreadsheet. Keeps track of rabies expiration dates and notifies owner when they are expired. In December sends out notices to those dogs that are not lifetime licensed that their license will expire. Issues a new license when owner comes in with payment.

Business License: Maintains the spreadsheet. In December sends out notices and applications for license renewal. When application and fee is received types out new license and mails to business. All licenses must be renewed by January 15th to avoid a late fee.

Building, Fence and Sign Permits: Maintains the spreadsheets for each permit. When the application and fee is received issues the permit.

Community Center: Maintains the schedule. Issues the key, fills out the agreement and gives a copy to the party that is renting the center and collects the fee and deposit. In the event that the Park is being used there is a special events permit that needs to be completed.

Water/Sewer Utilities: Prepares and sends out bills on the last working day of the month. Accepts payments, enters them into the utility billing software. At the end of each month give the water/sewer maintenance person meter read report, meters are read every month. On July 7th sends to each delinquent account a notice of possible water and sewer liens if the account is not paid or arrangements have not been made. If the delinquent accounts have not been taken care of by the middle of August prepare a notice to them and also to the department of revenue of the lien amount that will be placed on their property taxes.

Purchase supplies.

Prepare any reports, letters, or other documents as required to go to other agencies, individuals, or businesses.

Operates a variety of office equipment: typewriter, calculator, computer, copy machine, fax machine etc

Establish and maintain knowledge of office policies and procedures.

Grants: researches all possibilities available. Prepares proposals. Submits proposals. Keeps financial records of grants received. Prepares all reports etc. necessary.

The Clerk shall become a notary public for the State of Montana.

Perform all necessary duties in regard to annexation of property to the Town; oversees and regulates all duties in regards to the creation and operation of special improvement districts.

Performs whatever other duties may be required by the Mayor and Town Council and by state statutes.

JOB REQUIREMENTS

KNOWLEDGE: Some knowledge of modern office practice and procedures. This position is required to have thorough knowledge of: state law effecting clerks and treasurers; BARS system accounting principals and governmental accounting and data processing.

SKILLS AND ABILITIES: Skill in the use of automated and office equipment is required. This position requires the ability to: apply and maintain current governmental accounting, financial and record keeping practices. Communicate effectively both orally and in writing; perform mathematical computations accurately and to establish and maintain effective working relations with supervisors, fellow employees and the public. Some lifting is required at least up to 60lbs. (Boxes of records, papers, etc.)

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are usually acquired by having graduated high school with continuing education credits in accounting, and three years experience in bookkeeping and preparing financial statements and office management.

JOB PERFORMANCE AND STANDARDS:

Evaluation of this position will be based upon the satisfactory performance of the preceding job description requirements and duties. Some examples of job performance standards include, but are not limited to, the following:

Performs assigned duties.

Demonstrates and maintains knowledge of the procedures and processed governing the receipt, custody and expenditures of funds.

Works independently.

Deadlines are met.

Deals tactfully with the public.

Establishes and maintains effective working relationships with supervisor, other employees and the public.

Observes work hours.

Establishes and maintains knowledge of office policies and procedures.