

CITY OF WESTON

JOB DESCRIPTION: CITY RECORDER / TREASURER

PURPOSE OF POSITION: Plan, organize and perform work related to the financial accounting systems, utility billing, payroll, personnel and risk management activities, and the maintenance of official records for the City. Perform a wide variety of duties to support the Mayor and City Council. Ensure official records of the City are maintained in compliance with established laws and City ordinances. Act as City Elections Officer and Budget Officer.

SUPERVISION RECEIVED:

Works under the supervision of the Administration Commissioner, who acts on behalf of City Council.

SUPERVISION EXERCISED:

Supervision of the City Clerk and any part-time administrative staff.

PRINCIPAL DUTIES:

Maintain adequate fiscal accounting//financial reporting system in a manner consistent with established and accepted municipal accounting principles and practices to provide adequate revenue, expenditure, and statistical data for management purposes and to meet statutory requirements. Provide financial analyses and statements as requested by Council and/or Mayor. Participate in annual City audit and respond to audit findings.

Maintain adequate cash-flow for all City operations to meet operational needs. Invest surplus funds in investment instruments appropriate for public funds. Prepare annual consolidated City budget. Provide budget data including projected revenue and expenditure forecasts. Ensure all budget notification requirements are met.

Prepare employee payroll, including scheduled reports and tax payments. Prepare, report and process retirement and benefit payments. Maintain personnel records.

Prepare utility billing. Enter data to computer, print and review reports, print and disburse statements and prepare for mailing. Accept and post utility account payments. Receive payments for other fees and charges. Balance cash register as scheduled. Prepare process work orders for new meter installation, other public works service requests, shut offs and re-connects for new accounts, etc. Calculate pro-rated utility billings as necessary. If Utility Clerk is absent

Supervise assigned staff including assigning and reviewing work, evaluating performance, recruiting, interviewing and helping of hiring new employees.

Ensure legal documents of City are maintained for permanency as required by State and Federal archival laws. Ensure proper maintenance of all other City records, including filing, retention and destruction.

Answer telephone and greet visitors; respond to inquiries and provide information, direct appropriate personnel, or take messages. Provide information to the public regarding a variety of department services and procedures or refer to appropriate staff. Provide assistance to and gather information from the public, in completing and processing forms.

Process and sign official documents of the City. Prepare and distribute Council information packets. Attend and record City Council meetings. Type minutes of meetings for review by

others. Set up Council meeting areas. Attends meetings and within State, and all other meetings.
Maintain cooperative working relationships with City staff, other organizations and the public.

Keep track of all Grants and reporting.

Accept payment for utility billings, fines, and other monies, provides receipts, balance cash drawer, bank deposits and reconciling all accounting.

Responsible for Municipal Court operations when Assistant City Clerk is absent.

Responsible for Accounts Payables. Determine expenses to pay, which department codes to bill to, print checks, maintain accurate files.

REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

Ability to work independently and to make good judgement.

Ability to work with the public, council members, committee members, employees and other.

Ability to create a pleasant environment, being aware of a positive public image.

Excellent written and verbal communications skills. Excellent computation skills and mathematical ability.

Experience with computer programs for word processing, spreadsheets, AR & AP programs, payroll systems.

Ability to establish and maintain prescribed departmental routines.

Ability to assure privacy and confidential information.

Ability to handle criticism and complaints in an effective manner. Ability to take direction.

Ability to handle multiple tasks and completion of tasks in set time frames.

Ability to become a notary public.

Ability to be timely in attendance, job schedules and work assignments.

Ability to attend classes and training to enhance job performance.

EDUCATION & EXPERIENCE REQUIREMENT:

High School diploma.

Minimum three years experience in an office setting.

Business administration related educational degree.

Must be bondable.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.