

EXEMPT POSITION DESCRIPTION

Title: Deputy Clerk-Treasurer **Date:** January 1993
Revised: April 2022

Reports to: Clerk-Treasurer **Approved By:** _____

Department Head: Clerk-Treasurer

Department: Clerk -Treasurer's Office

Classification: Confidential, supervisory Staff, Exempt Position

POSITION SUMMARY: This descriptive summary is subject to revision. The following is offered as a cursory overview and is not to be considered exhaustive. This full-time position is a supervisory, confidential employee, directly appointed by and serving at the pleasure of the Clerk-Treasurer. The Deputy Clerk-Treasurer assists the elected Clerk-Treasurer in the administration of the Office of Clerk-Treasurer. The Deputy Clerk-Treasurer may act in the stead of the Clerk-Treasurer and exercise all the powers of the Clerk-Treasurer except those expressly proscribed. Further, this position involves overseeing and performing the receipt and disbursement of funds, oversees all banking operations related to the Town of Highland, oversees and facilitates all day to day operations of the Clerk-Treasurer's Office, maintenance of all physical and digital records, and generation of financial reports and statements for the Town of Highland. This position is unique in Indiana municipal government as it must perform in a professional workplace while working closely with a department head who is also an elected officer of the municipality. In all cases of resident, fellow workers, department heads and elected Town Council or contact, Deputy Clerk-Treasurer will exhibit professional decorum and a positive outlook in the performance of the Deputy Clerk-Treasurer Duties.

POSITION FUNCTIONS:

Essential:

While working cooperatively with the Clerk-Treasurer and co-workers to the extent that is proper to the supervisory role, the worker shall:

1. Supervise staff who perform accounts payable, accounts receivable and payroll functions performed by the Clerk-Treasurer's office. In the absence of the Clerk-Treasurer, disburse money on order of the Town Council or proper board.

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2. Receive, record and ensure deposit of all incoming revenue for all departments. Maintain receipt and cash records. Keep accurate record of all manual checks and ACH deposits.
3. Manages all federal, state, and local grant monies and expenditure tracking for all Town Departments.
4. Maintains relationships with the State Board of Accounts, the Department of Local Government and Finance, and the Indiana Department of Revenue in order to ensure compliance with these agencies related to the Town.
5. Assist with the development and enforcement of the proper internal controls as outlined in written policies of the Town and as may be developed in the ongoing review and improvement of the control environment.
6. Provide cash availability information (cash balance by fund report) and assist the Clerk-Treasurer in the investment of available Town funds.
7. Balance monthly and yearly financial statements. Perform annual closing of all accounts and reconcile monthly bank statements.
8. Perform monthly bank account reconciliations and prepare a report for the review and signature of the Clerk-Treasurer.
9. Perform daily bank positive pay reconciliations.
10. Prepares and submits period financial, statistical, or operational reports as required by statute.
11. Assist the Clerk-Treasurer in the preparation for the legislative body the budget estimates of miscellaneous revenue, financial statements, and the proposed tax rate.
12. Submit sales, income and corporate taxes and remit all debt service (bonds and lease) payments to proper paying agents for Town of Highland.
13. Manage the wellness program for the town of Highland as specified.

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14. Assist with the supervision of staff in the office of the Clerk-Treasurer including managing work schedules, time away, and in the preparation of worker evaluations. Oversees and facilitates all day to day operations of the Clerk-Treasurer's Office.
 15. Assume the post of Acting Clerk-Treasurer during periods of the Clerk-Treasurers absence. Maintain custody of the town seal and records of the legislative body.
 16. Recruits, interviews and assists in the selection of new employees to fill vacant positions.
 17. Attend meetings of the Town Council, serving as clerk of the legislative body, in the absence of the Clerk-Treasurer. This includes conducting roll calls, preparing agenda and meeting documents and composing minutes or memoranda memorializing the proceedings.
 18. Conducts financial studies and analyses.
 19. Maintain document retention program for all physical and digital documents and corresponding ordinances.
 20. Perform the functions of this job as a full-time worker.
 21. Reviews and approves all payroll and journal entries. Closes books periodically. Maintains related records.
 22. Submit required monthly filings (bank reconciliations, bank statements, meeting minutes, etc) on the Indiana Gateway site.
 23. Maintain the records and depreciation schedules for Capital Assets.
- (marginal)*
24. Perform miscellaneous customer transactions, answer switchboard and relay calls, process claims and complete payroll. Issue licenses.
 25. Process health, life, dental and vision insurance invoices.

Physical and Visual Activities:

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Commonly associated with the performance of the functions of this job.

Reading, standing, sitting, carrying, reaching, keying, talking, hearing, visual acuity-near.

Physical Demands:

Commonly associated with the performance of the functions of this job.

No significant demands associated with this job.

Environmental/Atmospheric Conditions:

Commonly associated with the functions of this job.

Usual office environmental conditions.

Job Qualification Requirements

Knowledge:

Prior experience with municipal accounting standards (SBOA procedures); Understanding of laws and rules associated with work in the office of governmental legislative clerk and fiscal officer; organization skills, supervisory skills, excellent interpersonal skills. Above average professional (business letter) writing and communication skills required. Associate degree in accounting and or supervision highly desirable but not necessary. A bachelors degree in a relevant field highly desirable but not necessary. A graduate degree in a relevant field of study desirable but not necessary. Meaningful relevant training or working experience required.

Experience:

Over 3 years up to 5 years in a comparable position or a senior level position in municipal government related to the fiscal and records management. A commendable work record of dependability in responsible positions.

Machines, Tools, Equipment, Software:

Keyboarding skills, telephone, copier, calculator, cash register, and Personal Desktop Computer, fax machine, scanner, telephone, voice mail system and computer applications such as Microsoft Word® and Microsoft Excel® as well as a special fund accounting application licensed to the Town from a proprietary vendor. Ability with e-mail and internet.

Licenses/Certifications:

A valid automotive operator's license; certification from a relevant professional institute highly desired but not required. Notary commission may be required in some cases. However, the deputy has notarial powers by virtue of the office.

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Bonding:

Worker must have no impairments to being bonded or covered by a crime insurance policy.

Residency:

While not required in the ordinary course of work, in order to assume the position of Clerk-Treasurer and act in the event of a protracted or permanent vacancy, deputy Clerk-Treasurer is required to meet the statutory requirements of the Clerk-Treasurer. This includes residency.

The Town of Highland is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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