

## **Job Description**

**Position:** Deputy Clerk – Treasurer – Town of Edgewood

**Department:** Clerk – Treasurer’s Office

**Position Status:** Full-Time/ Non-Exempt

**Position Reports to:** Clerk Treasurer

### **Overview of the Position:**

The Deputy Clerk – Treasurer oversees and performs the receipt and disbursement of funds, maintenance of records, and the generation of financial reports and statements for the Town of Edgewood.

### **Key Responsibilities:**

- Process accounts payable, accounts receivable, and payroll activities for the Town of Edgewood. Work involves paying the bills for the town and managing the Town’s bank accounts.
- In the absence of the Clerk-Treasurer, disburses money for the Town of Edgewood.
- Receives, records, and ensures deposit of incoming revenue for all departments.
- Maintains receipt and cash records. Keeps accurate record of all manual checks issued.
- Balance monthly and annual financial statements. Perform the annual closing of all accounts and reconcile monthly bank statements.
- Submit sales, income and corporate taxes and remit all bond payments to the banks for the Town of Edgewood.
- Functions as a back-up to the Clerk-Treasurer and fulfill those responsibilities during periods of the Clerk-Treasurer’s absence.
- Provide support during audits and provide the Town Council support as needed.
- Prepare and upload records to the State Board of Accounts monthly.
- Perform the duties of the Accounting Clerk as needed to cover during vacation.

This description is not intended to contain every function/responsibility that may be required to be performed by the incumbent in this job. Additional duties and responsibilities may be required as assigned by the Clerk-Treasurer or prescribed by statute.

**Qualifications for the Position:**

- High school diploma or equivalent; an associate degree in accounting would be a plus.
- A basic understanding of accounting principles.
- Three (3) or more years of experience working with Municipal Accounting Standards.
- Ability to use standard office equipment and software (such as Microsoft Word and Excel and Payroll software).
- Ability to process Payroll timely and accurately.
- Knowledge of the Accounting Clerk's duties to be able to fill that position as required.
- Strong organizational skills and attention to detail to ensure accuracy and efficiency in all accounting tasks.
- Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
- The ability to communicate effectively, both orally and in written format, with co-workers, other town departments, and the public in a professional manner.
- The ability to maintain confidentiality of departmental records according to state requirements.
- The ability to comply with all employer and departmental policies and work rules and practices, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

**Acknowledgement:**

*This job description describes the position of Deputy Clerk - Treasurer for the Town of Edgewood. I acknowledge that I have received this job description and understand that it is not a contract of employment. I acknowledge that I am responsible for reading and understanding the contents of the job description and will comply with all the job requirements and responsibilities contained herein. I further acknowledge that there is nothing that keeps me from meeting my job requirements as outlined above.*

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Employee Signature

Date