

CITY OF BRONSON

Administration Clerk/Treasurer

General Summary

Reports to: City Manager

Appointed by: City Council

Pay scale: Salaried **Employment category:** At-will **FLSA Status:** Exempt

Residency Requirement: As provided by statute, will live within 20 miles of nearest municipal boundary; such residency will be established within one year of first day of employment

Annual Review: Subject to at least annual performance review by supervisor

The Clerk/Treasurer fulfills the role of two charter officers of the City of Bronson, the City Clerk and the City Treasurer. Work of the Clerk/Treasurer is overseen by the City Council and the City Manager.

Essential Functions and Duties

This list may not be inclusive of total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Pursuant to section 6.4 of the Bronson City Charter, the Clerk/Treasurer shall fulfill the duties outlined for the City Clerk:

- a. The City Clerk shall serve at the pleasure of the Council.
- b. The clerk shall be the clerical officer of the council and shall keep its journal. The clerk shall keep a record of all action of the council at its regular and special meetings. The clerk shall certify all ordinance and resolutions adopted by the council;
- c. Have power to administer all oaths required by law, this charter or ordinances of the city;
- d. Be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, attest the same, and shall also be custodian of all papers, documents, and records pertaining to the City of Bronson, the custody of which is not otherwise provided for by this charter and shall attest the same whenever required to do so;
- e. Give the proper officials of the city ample notice of the expiration of termination of any official bonds, franchises, contracts or agreements;
- f. Perform such other duties as may be prescribed in the capacity of clerk of the city, by law or this charter;

Pursuant to section 6.6 of the Bronson City Charter, the Clerk/Treasurer shall fulfill the duties outlined for the City Treasurer:

- a. The City Treasurer shall serve at the pleasure of the Council.
- b. The city treasurer shall be the general accountant of the city and shall keep the books of account of the assets, receipts and expenditures of the city except as otherwise provided by state law or by this charter; the system of accounts of the city shall conform to such uniform system as may be required by law;
- c. Examine and audit all accounts and claims against the city;
- d. Have the custody of all moneys of the city, and all evidences of value belonging to the city, or held in trust by the city;
- e. Receive all moneys belonging to and receivable by the city;
- f. All City accounting including but not limited to general ledger, tax, accounts payable, and cash receipting
- g. Keep and deposit all moneys or funds in such manner and only in such places as the council may determine and report the same to the city manager and to the council;
- h. Have such powers, duties and prerogatives in regard to the collection and custody of State, County, School District and City taxes upon real and personal property;
- i. Perform such other duties as may be prescribed in the capacity of treasurer of the city, by law or this charter.

In addition to the charter-obligated duties outlined above, the Clerk/Treasurer is responsible for the following functions:

1. Utility and other billing for various City department
2. Supervise collections of unpaid or delinquent bills and direct the placement of liens, garnishments and other such means to recover delinquent accounts

3. Manage payroll and other employee compensation functions
4. Facilitate as needed the process of granting tax abatements and related items
5. Other duties as assigned.

Physical Demands

This job requires the ability to perform physically the essential functions contained in this description. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of the following physical demands which include, but are not limited to:

1. Ability to hear and talk.
2. Ability to frequently sit, use hands and fingers to reach with hands and arms.
3. Ability to lift and/or move items of light to moderate weight (up to 50 pounds).
4. Ability to have close vision, color vision, and ability to adjust focus.
5. Ability to work occasional early mornings, late evenings, weekends, and extended hours.
6. Ability to occasionally hear loud or repetitive noise.

Working Conditions

1. Work with various members of the public
2. Work in an office environment with computers, printers, and related equipment
3. Communicate orally (both in-person and via electronic means) and in writing
4. Attend public meetings and provide presentations

Employment Qualifications

Education: Associates Degree in business administration, public administration, or finance; Bachelor's Degree in a related field preferred; specialized education for municipal clerks and/or treasurers is strongly preferred

Experience: Five years of experience in a financial and administrative capacity, preferably in government; demonstrated knowledge of law and practice regarding elections, financial administration, meeting procedure and minutes, required federal and state filings;

Other requirements: Possession of a valid driver's license; a clean criminal and driving record; good credit history; proficient in Microsoft Office including Excel and Word.

The qualifications listed above are intended to represent minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection and promotional criteria.