

CITY OF WALTON

POSITION DESCRIPTIONS

CLASS TITLE: City Clerk/Finance Officer

CHARACTERISTICS OF THE CLASS: This is a responsible supervisory position working in the performance of local government administration, involved with the planning and coordination of the activities of the general office. An employee in this position would assist the Mayor in budget preparation, financial monitoring/reporting, and investment planning and personnel policy. A worker in this position would assist with tax and fee collection for the city; Responsible for City payroll, reports, and records; Maintain official records, and perform other administrative duties as assigned. The duties of this position are performed under the supervision of the Mayor.

ESSENTIAL FUNCTIONS: Effectively supervises departmental employees in the performance of departmental activities. Accurately perform mathematical calculations in order to complete the administrative tasks of this position. Must exercise the record management skills necessary to accurately assist in maintaining all official records of the City and its administration. Apply federal, state, local laws, and ordinances, especially as they apply to municipal and finance administration; Ability to quickly and accurately perform general office tasks such as typing, filing, and computer entry. Proofread documents for errors in grammar, format, or spelling. Communicate accurately with Mayor, Council Members, other City employees, government agencies, contractors, and the general public.

JOB DUTIES: Coordinate's office duties as they relate to the office procedure manual. Coordinates the formulation and presentation of budgets; Compile's data based on analysis of past and current years; Reviews operating budgets monthly to analyze trends; Directs preparation of regular and special budget reports. Prepares comparative analyses of operating program; Submits reports to the Mayor with recommendations for budget revisions. Keeps updated on investments of city funds. Records all money received by the City, pays all invoices, bills, and charges; Maintains a ledger balance, and prepares monthly statements; prepares a monthly revenue/expense report. Assists in the annual auditing process and financial statements. Prepare and maintains personnel records for all City employees. Assists with the purchasing procedures; Assists

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with monthly and quarterly reports, including payroll and all related paperwork. Responds to, and directs, citizens and complaints; Assists in preparing tax bills for printing, mailing, and distribution; Responsible for preparing delinquent tax notices; Assists in preparing, printing, and processing monthly water and sewer bills and payments; Responsible for the processing of the city payroll, reports and records. Attends City council meeting to prepare and maintain minutes for council. Maintains all executive orders, ordinances, resolutions, municipal orders, proclamations, and other official documents for passage and publication; Responsible for the possession of the City seal pursuant to KRS 83A.085; Maintain all City records pursuant to KRS 61.870 to KRS 61.884, and assists in fulfilling all open meeting requirements of KRS 61.805 to KRS 61.850; Assists in bid notifications for publications; Recommends personnel action such as recruitment, selection, scheduling, training and evaluation of all workers in the administrative and finance department.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a standard high school with responsible work experience in the field of office procedures, accounting, finance, or investment; Or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities. Previous Municipal Clerks experience is preferred but not required.

KNOWLEDGE SKILLS AND ABILITIES: Ability to plan and coordinate the activities of the Administrative and Finance Department; Ability to maintain records efficiently and accurately; Ability to establish and maintain effective working relationships with the Mayor, Council Members, other City employees, government agencies, contractors, and the general public, including the accurate preparation of reports. Considerable knowledge of federal, state, local laws, and ordinances, including those related to municipal finance; ability to accurately perform mathematical calculations in order to complete the administrative tasks of this position; Knowledge of municipal administrative and accounting procedures, and how to apply them; Ability to perform general office tasks such as typing, filing, and computer entry.

NECESSARY SPECIAL REQUIREMENT: Must be bondable.

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.