

## Town Clerk/Treasurer

**General Purpose:** Performs clerical and administrative work in the administration of Town government. Performs clerical, administrative, financial, recording and data processing work in the billing of utilities and other public services and in administering the treasury of the Town. Maintenance and operation of all accounts and records, budgeting, financial reporting and operation including grant management.

**Supervision Received:** Works under direction of the Mayor and Town Council.

**Supervision Exercised:** Exercises direction over personnel as assigned.

**Essential Duties and Responsibilities:**

1. To receive all moneys that come to the town, either from taxation or otherwise, and to pay the same out of the warrant of the mayor, countersigned by the clerk/treasurer, drawn in accordance with law.
2. Administer all financial and accounting functions including taxes, assessments, bonds, investments, utility billing, etc.
3. Responsible for preparing each month a full and detailed statement of the amounts of money belonging to the town, received by him/her and disbursed by him/her during the preceding month, and the state of each particular fund. Responsible for writing the annual Financial Report and producing the preliminary and final budget documents.
4. To keep the books and accounts of the town in such manner as to correctly present the condition of the finances thereof this must always be open to the inspection of the mayor or any member of the council. To keep a separate account of each fund or appropriation, and the debits and credits thereof.
5. Responsible for the utility billing of the town, and the maintenance, adjustments, reconciliation, etc. necessary to maintain the accounts. Pursues collection of delinquent utility accounts, monitoring payment schedules, preparing liens and write offs and appearing in court to testify in behalf of the Town, when necessary. Requires substantial public contact, data entry, handling of complaints, etc.
6. To give every person paying to him/her cash as town clerk/treasurer, a receipt therefore, specifying the date of payment, the amount and for what paid.
7. To keep a register of all warrants paid, which must show the date, amount and number, and to whom and the fund from which the same was paid. To pay out, in the order which they are registered, all warrants presented for payment, when there are funds in the treasury to pay the same.
8. To deposit all public moneys in his/her possession and under his/her control, excepting such as may be required for current business, in any solvent bank or banks located in such town, subject to national supervision or state examination, as the council shall designate, and no other; and the sums so deposited shall bear interest.
9. Maintain a complete set of accounts, preparing journal entries for adjustments, transfers or corrections; verifies, analyzes and reconciles accounts; reconciles bank statements; and performs various other accounting functions.

10. Process the town's payroll including documenting employee status changes, verifying deductions, benefits, etc. Responsible for all necessary monthly, quarterly and annual reports, including W-2's.
11. Processes purchase orders, invoices, claims and vouchers for payment; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditures.
12. Responsible for preparing the agenda and items for consideration for Council meetings. To attend all meetings of the council and record and sign the proceedings thereof and all ordinances, bylaws, resolutions, and contracts passed, adopted, or entered into, and to sign, number, and keep a record of all licenses, commissions, or permits granted or authorized by the council.
13. Maintain, file, index, and preserve official town records.
14. Perform a variety of clerical and typing work in keeping financial, personnel and operational records.
15. To enter in a book all ordinances, resolutions and by laws passed and adopted by the council. Such book is called "The Ordinance Book."
16. To countersign and cause to be published or posted, as provided by law, all ordinances, bylaws, or resolutions passed and adopted by the council.
17. To file and keep all records, books, papers or property belonging to the town and to deliver the same to his/her successor when qualified.
18. Responsible for the licensing of dogs and cats in accordance with town ordinances.
19. Perform such other duties as the town council may prescribe.

***Required knowledge, skills and abilities***

Knowledge of accounting principles and functions. Knowledge of office practices and procedures. Ability to follow written and oral instructions. Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to establish and maintain effective working relationships with other employees, Town Officials, and the general public. Ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult people.

***Desired minimum qualifications:***

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting and data processing. Preferred 2 years' experience in a business, accounting, or administrative field.

***Special requirements:***

A valid state driver's license or ability to obtain one within three months from date of hire. Must be bondable.

***Tools and equipment used:***

Personal computer, including Microsoft word, office, presentation, and excel; black mountain utility billing, cash receipting, accounting, and payroll software; emailing software; social media

platforms including website software; audio recording software; 10-key calculator; phone; answering machine; copy/scan/fax machine

***Physical demands:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to operate, finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

***Work Environment:***

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.