

# Clerk/Treasurer Position Description -Southside Township

## Clerk/Treasurer Job Description

### General Statement of Duties:

**Job Summary:** The Clerk-Treasurer is the executive administrator for the Township. This highly professional position requires strong organizational, political, and technical expertise in managing, directing, and coordinating all aspects of township administration. A key part of this role is advising the Town Board of the status of and progress made in all major areas of Township operations.

### RESPONSIBILITIES

- Give required notice of each regular and special election, record the proceedings thereof, notify officials of their elections or appointments to office, certify to the County Auditor all appointments and the results of all elections or appointments to office, certify to the County Auditor all appointments and the results of all local elections.
- Keep a Minute Book noting therein all proceedings of the Board.
- Keep an ordinance book to be kept in the Clerk's office.
- Keep an account book, in which shall be entered all money transactions of the Township, including the dates and amounts of all receipts and the person from whom the money was received and all orders drawn upon the Township with their payee and object.
- Keep ordinances, resolutions and claims considered by the Board.
- Shall be the custodian of the Townships records, shall sign its official papers, shall post and publish notices, ordinances and resolutions as may be required and shall perform such other appropriate duties as may be imposed upon the Clerk/Treasurer by the Board.
- Attend and participate in all board meetings. Attend at Clerk/Treasurer's discretion or by invitation other committee and commission meetings.
- Supervise the conduct of local elections in accordance with the prescribed laws and regulations.
- Work in cooperation with the Board, Township Attorney, Township Engineer, and Maintenance Contractors.
- Converse with appointed officials and with other public or private agencies as may be required.
- Be fully informed regarding Federal, State and County programs which affect the Township.
- Be responsible to the Board and be a liaison with other committees Township doing any research as needed.
- Submit quarterly reports to the Board of the financial condition of the Township accounts.
- Oversee the Township's annual audit.
- Present a report monthly of all bills Board and pay those approved.
- Maintain all assessment records, payments received, and certify to County Auditor.
- Prepare payroll, maintain records for year-end filing, and reports for payroll: PERA, FWH, SWH Social Security and Medicare.
- Complete bank reconciliations monthly.
- Organize and prioritize work and work independently.
- Accommodate needs/requests of the public in a professional, personable manner.
- File all pertinent government reports.
- Maintain keys and access to building using August Key App
- Perform all statutory duties required regarding ordinances or resolutions adopted by the Board.
- Perform duties as assigned or apparent.

### Desired qualifications:

Associate degree with coursework in finance, accounting, public administration, and business.

Or, equivalent work experience preferably in the public sector.

Experience in Microsoft Office Products and computer-based accounting including payroll

## Customer Service skills

### Knowledge, Skills, and Abilities

- Candidates must possess excellent verbal and written communications and interpersonal skills, organizational skills, and attention to detail.
- Must be able to work independently with minimal direction with frequent deadlines and demands.
- Must be able to effectively communicate and maintain positive relationships with the Town Board, township employees, local municipalities, and community members.
- Salary commensurate with experience.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and