

VILLAGE OF PENTWATER JOB DESCRIPTION

Deputy Clerk/Treasurer

Position Summary: Performs various clerical, accounting, and official functions as the Deputy Clerk/Treasurer. Maintains and assists with records management, takes minutes as needed, and assists with utility billing, tax collection, accounts payable, and payroll. The Village uses the BS & A platforms for all finance recordkeeping. Performs the work of the Village Clerk/Treasurer as delegated or in the official's absence.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all the duties that the employee may be expected to perform.

1. Assist the Clerk in preparing agendas and meeting materials for various meetings.
2. Attend meetings to record and prepare minutes as needed. Some evenings may be required.
3. Provide administrative support to the Marina staff, Police Department, Downtown Development Authority, Planning Commission, and Zoning Board of Appeals.
4. Provide front-desk service and general assistance to citizens.
5. Process Cash Receipting - balance cash drawer and create bank deposits.
6. Process Bi-Weekly Payroll.
7. Process Accounts Payable.
8. Process quarterly Utility Billing - water/sewer/refuse bills.
9. Process Property Taxes - billing, collection, and deposits.
10. Schedule rental requests for Village Parks and Park Place Meeting Center.
11. Helps maintain the Village website and Digital Community Sign.

The requirements listed below represent the knowledge, skills, abilities, and minimum qualifications necessary to perform the position's essential functions.

- Associate degree in accounting, public administration, or municipal finance or two or more years' experience in bookkeeping, accounting, or other financial-based clerical duties is preferred.
- Understanding and following the Village Charter, Ordinances, Policies & Procedures.
- Knowledge of Microsoft Office 365.
- Knowledge of BSA Financial Software a plus.
- Ability to establish and maintain effective working relationships with other employees, elected officials, governmental agencies, the media, vendors, and the public.
- Ability to understand and follow oral and written instructions.
- Maintain attention to detail, prioritize demands, multitask, and meet deadlines.
- Ability to exercise a high degree of diplomacy in all situations.

Physical Demands and Work Environment:

The physical demands and work characteristics described here represent those an employee encounters while performing the job's essential functions. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The employee is frequently required to access various locations within the office building and occasionally required to lift and/or remove lightweight items. While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment is usually quiet.

The position is directly supervised by the Clerk/Treasurer with oversight by the Village Manager.