

VILLAGE OF HOLLY

JOB DESCRIPTION

TITLE: DEPUTY CLERK / TREASURER

JOB PURPOSE: Under the direct supervision of the Village Clerk/Treasurer the Deputy Clerk/Treasurer performs a variety of administrative, bookkeeping and clerical functions in support of the daily operations of the Village of Holly Municipal Offices.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives, screens and directs phone calls, greets and directs walk-in visitors and provides basic information about Village services and procedures.
2. Processing all payment types to the Village, balances daily receipts and prepares the bank deposit.
3. Processes mail for the office, prepares typed correspondence as requested, files, copies, enters data, acts as general cashier and performs related clerical duties as assigned.
4. Assists with utility billing and performs the duties of other front office staff as operational needs demand.
5. Assists with maintaining the Village's office supply inventory, notifying the appropriate personnel of remaining stock and supply needs.
6. Provides clerical support to the various Boards and Commissions as assigned. Prepares bi-weekly and/or monthly packets as assigned.
7. Assists the Building Department in issuing building, construction and land use permits according to Village codes, ordinances and established procedures. Assists in issuing various trade permits as assigned.
8. Assists with the maintenance of a comprehensive filing system for building and zoning related documents and records. Completes forms and reports and compiles data and information as assigned.
9. Responds to inquiries and information requests regarding building department matters, resolving routine issues and referring more complex problems to the appropriate personnel. Facilitates the building permit process, providing information and guidance on related requirements and procedures.
10. Assists Clerk/Treasurer with the bi-weekly and annual payroll processes as requested performed in compliance with all local, State and Federal guidelines.
11. Routine filing of documents as it relates to specific functions of local municipal government.
12. Performs related work as required.

ACCOUNTS PAYABLE DUTIES

EXAMPLES OF DUTIES PERFORMED:

- Reviews all invoices for appropriate documentation and approval prior to payment.
- Prints and obtains signatures on all accounts payable checks.
- Distributes signed checks as required.
- Prepares garnishment checks per reports from payroll.
- Answers all vendor inquiries.
- Maintains all accounts payable reports and spreadsheets.
- Assists in monthly statements.
- Performs filing and copying.
- Performs related work as required.

UTILITY BILLING DUTIES

Operates a computer to prepare water bills; checks for any apparent reading errors and calculates consumptions; computes charges and posts bills; addresses bills using computer.

EXAMPLES OF DUTIES PERFORMED:

- Refers unusual readings to water personnel for rereading; maintains records of malfunctioning or broken meters and repairs made; contact customers to explain errors and to notify of repair work to be done.
- Prepares records to open and close accounts; assigns account numbers and establishes appropriate records.
- Prepares work orders to turn water on or off, process final bill requests, testing and equipment verification.
- Coordinates meter reading, enters reading into computer
- Adds new customers to systems and answer questions regarding meter readings.
- Performs related work as required.

WORKING CONDITIONS AND PHYSICAL EFFORT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly in a typical business office setting where he or she is occasionally required to:

- Stand, walk, sit, stoop, kneel, crouch and crawl;

- Climb, balance, bend, twist and reach;
- Feel, talk and hear (normal range in normal office environment)
- Lift, carry, push/pull up to 25 pounds.

JOB REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Qualifications:

- A high school diploma or the equivalent. Some college level coursework or specialized training in office management, bookkeeping, municipal accounting or another related field is preferred.
- Minimum of one or more years of related experience.
- Must be 18 years of age, a citizen of the United States and possess a valid Michigan Driver's license.

Knowledge, Skills and Abilities

- Well-developed communication skills, both oral and written.
- Ability to retain confidentiality of village employment, personnel and financial matters.
- Read, write and subtract.
- Skills in the use of computer, calculator, telephone and copy machine.
- Proficiency in software program used by the Village.
- Working knowledge of Microsoft Office software and their applications.
- Good interpersonal skills.
- Ability to work independently and in a team environment.
- Capable of meeting and dealing with the public in a pleasant manner.
- Knowledge of modern office procedures including cash handling and proper phone etiquette.
- Skill in maintaining complex records and document retention.
- Skill in responding to public inquiries and internal request with a high degree of diplomacy, accuracy and professionalism and in facilitating detailed application procedures.
- Ability to manage multiple priorities and maintain attention to detail.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.
- Ability to type, enter data and perform mathematical computations with speed and accuracy.
- Ability to understand and follow complex oral and written instructions and carry them out independently.