



Deputy Clerk

Job Description

JOB DESCRIPTION

Position Title: Deputy Clerk
Reports to: City Administrator/Clerk-Treasurer
FLSA: Non-Exempt

SUMMARY

The Deputy Clerk is responsible for all day-to-day office, accounting and utility functions. Work is performed under limited supervision and requires complex problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- Accounts Receivable and Payable. Coding, input and printing of checks.
- Cash Receipts. Code miscellaneous cash receipts and input. Monitor accounts receivable aging, set up payment plans, let Administrator know if any accounts are significantly past due.
- Accounting Entries-Prepare monthly journal entries to properly state account balances.
- Timely Cash flow management including but not limited to counting out cash drawer, making bank deposits, submitting wire transfers, collecting fees, processing electronic payments/receipts, managing the E-Heat payments.
- Enter meter readings and process utility billing.
- Generates various reports as requested.
- Coordinate and communicate with auditors.
- Assist with the maintenance of record retention files.
- Assist Administrator with Payroll and Benefits Administration
 - ▶ Collect and process time cards
 - ▶ Process payroll checks
 - ▶ Record and report used leave time, maintain current balances
 - ▶ Record and report overtime
 - ▶ Record and report Council time sheet
 - ▶ Prepare and file quarterly payroll reports
 - ▶ Compile information for W-2s and 1099s
 - ▶ Administer city's policy with AFLAC, claims, enrollments, etc.
 - ▶ New Employee Orientation
- Reconciliations verified by Administrator
 - Bank-monthly
 - Special Fund Accounts-monthly



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- Participates in professional management organizations to pursue training and development opportunities.
- General office support and additional duties as assigned.
- City Reservations; Camping, shelter, City Hall rental-ect.
- Update the City Website.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The requirements listed below are representative of the knowledge, skills and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Required: Minimum high school education. Basic math and interpersonal skills. Knowledge of computers, internet, email, and software, specifically Microsoft Office and Excel.

Desired: Successful completion of two (2) years of technical education in accounting beyond High School or Minimum two (2) years work experience required in similar position. Knowledge of fund accounting procedures. May substitute directly related work experience for education qualification requirements. Knowledge of Banyon Data Systems.

Communication Skills

Ability to present reports and make recommendations to the City Administrator/Clerk-Treasurer; ability to communicate effectively both orally, and in writing with staff, other public officials, volunteer departments and the public.

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.

While performing the duties of this job, the employee is regularly required to see, talk and hear. The employee frequently is required to sit; use fingers; operate office equipment, and reach with hands and arms. The employee is required to stand, walk, balance, stoop, and smell.

The employee must occasionally lift and carry up to 25 pounds.

Work Environment

The majority of the time performing the duties of this job are spent indoors, however, the employee is occasionally exposed to outdoor conditions including cold weather. The employee will also occasionally be exposed to smells. The noise level in this environment is usually low.

Additional Knowledge, Skills and Abilities

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- ▶ Knowledge of accounting procedures sufficient to post, code and process accounting documents.
- ▶ Knowledge of basic accounting and business principles sufficient to monitor, collect and analyze data and implement minor procedural and transactional changes in fiscal operations.
- ▶ Knowledge of applicable state and federal regulations.
- ▶ English writing ability sufficient to produce general office documents, reports and financial statements.
- ▶ Specialized knowledge of operations and usage of computer hardware and software. Examples of software used: Banyon accounting software, Microsoft Office products, email and internet.
- ▶ Thorough knowledge of department policies, practices and operations, to perform administrative duties.
- ▶ Must possess significant human relation skills to communicate with co-workers, supervisor, auditors, and public.
- ▶ Be attentive to detail and produce work with a high degree of accuracy.
- ▶ Perform arithmetic and mathematical calculations sufficient to compute totals, averages, and percentages of numerical data and to check or reconcile data.
- ▶ Read and understand complex documents.
- ▶ Analyze data and state findings to solve complex problems through analysis, research and consultation.
- ▶ Encounter different and unrelated processes and methods.
- ▶ Schedule, plan, and organize work in a way that allows for completion in a timely manner, meeting all deadlines.
- ▶ Must be able to manage multiple priorities.
- ▶ Use independent judgment, to apply reasoning and use logic to solve problems following guidelines.
- ▶ High degree of professionalism and attention to confidentiality.
- ▶ Operate variety of office equipment-copy machine, postage meter, calculator, printer.
- ▶ Ability to present the City in a courteous and professional manner in person and over the phone.
- ▶ Ability to initiate and accomplish tasks independently.
- ▶ Proficient with social media.
- ▶ Ability to communicate effectively and professionally with coworkers and members of the public.

Complete job description and application packets are available at the Hallock City Office (163 3rd St) or via email request to kkroening@hallockmn.org. Completed application, resume and cover letter should be emailed to kkroening@hallockmn.org *position will be posted until filled.*

The City of Hallock is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.