

Town of Fredonia Job Description

Position: Full-Time Town Clerk

Department: Administration

Reports To: Town Manager

Classification: Exempt

Salary Range: \$32,000-\$38,000; Plus medical, life, dental, vision and retirement Benefits

Job Purpose:

General Purpose:

Under the direction of the Mayor, Town Council and Town Manager, The Town Clerk performs highly responsible administrative and managerial duties in accordance with the Town Code, Arizona Revised Statutes and Federal regulations.

The Town Clerk also serves as the Town Treasurer with the following responsibilities: developing and maintaining a complete set of financial records for numerous town funds. This includes supervision of cashing functions, utility billing, data processing and all general accounting operations; assisting the Town Manager with preparation of the annual budget and any required Town financing for major construction projects.

Supervision received:

Receives minimal supervision from the Mayor and Council on daily activities. Day to day supervision by the Town Manager.

Supervision Exercised:

Daily supervision of Town Clerk office Staff.

Dates/Hours of Employment:

Normal business hours, Monday through Thursday, 7:30 am to 5:30 pm (hours to be determined). Requires after hours attendance at all Town Council Meetings and other meetings as assigned.

Essential Duties and Responsibilities:

1. Responsible for support to the Mayor and Council by providing assistance with Town Council meetings, postings and advertising, and citizen inquiries.
2. Manages, directs and organizes the activities of the Town Clerk's office.
3. Responsible for retention of all public documents and information not assigned to the custody of some other officer as per the Town Code.

4. Records all official proceedings; supervises the preparation of all minutes and other documents; directs the posting, publication, filing, indexing and storage of all proceedings of the Town Council.
5. Plans, conducts and oversees all Town of Fredonia's elections and assists Coconino County with early voting. Receives all candidate financial paperwork. Oversees preparation and distribution of candidate petitions.
6. Responsible for keeping convenient for public inspection all public records and public documents under his/her control as provided by State Statutes.
7. Attends Town Council meetings, workshop meetings, and some executive sessions.
8. Coordinates and maintains the records management system program. Participates in the development of computerized systems for the Town's record system. Identifies official records and schedules retention and orderly destruction of records according to established procedures
9. Oversees all records that pertain to the business of the Town or that Town Manager, Mayor or Town Council directs
10. Receives bid documents and proposal submissions for the Town and assists in the bid opening process.
11. Oversees and prepares agendas for the Town Council and other boards and commissions as assigned. Prepares appointment letters to all board and commission members as required.
12. Designated as custodian of Town seal. Seals and attests all deeds, contracts, minutes, ordinances and resolutions of the Town. Issues all licenses, permits and such other documents as required by Town Code.
13. Monitors expenditure limitations and provides annual report as required by State law.
14. Manages internal controls.
15. Supervises the data processing operation including but not limited to payroll, accounts payable, accounts receivable and budget
16. Supervises the preparation of all accounting reports including comprehensive annual financial report (CAFR) and Federal Single Audit Report.
17. Prepares or assists the Town Manager in the preparation of special financial studies or reports as requested by the Town Manager or Council.
18. Acts as financial advisor to the Town Manager.
19. Invests all surplus cash in legal investments.
20. Supervises cash administration and daily cash receipts.
21. Works with Department Heads to insure that all financial transactions meet legal requirements and procedures of the Town.
22. Regularly interacts with bankers, lawyers, computer programmers, C.P.A.'s and other professionals to insure all records and activities of the Town meet applicable standards.
23. Supervises the solution to accounting problems and verifies that resolution of fiscal and finance matters.
24. Supervises and assists in the preparing all year end accounting transactions before the external auditor review and establishes the Town audit.
25. Coordinates all pension and retirement accounting with outside pension fund administrators.
26. Invests and transfers Town funds as needed.
27. Debt administration.

Peripheral Duties:

Final authority for solving the utility billing disputes and departmental budget compliance.

Supervises the preparation of numerous reports such as payroll tax reports, sales tax reports, and other reporting requirements by Federal and State agencies.

Other duties as assigned

Desired Minimum Qualifications:

Education and Experience

- a) Bachelor's degree in Finance, Accounting, Business, Public Administration or closely related field.
- b) Five years of basic experience in a governmental Finance department, including two (2) years of supervisory experience.
- c) A combination of applicable experience and education may be considered.

Knowledge, Skills and Abilities

- a) Knowledge of pertinent Federal, State and local laws, codes and regulations including those related to municipal elections and records management.
- b) High degree of knowledge in governmental finance and the preparation of financial statements and annual budget.
- c) Extensive computer knowledge including word-processing, spread sheets and the internet.
- d) Ability to conduct the business of the Town with the utmost of confidentiality.
- e) Ability to develop and maintain excellent working relationships with department heads, financial institutions and other consultants.
- f) Ability to perform under stressful conditions.

Special Requirements:

Notary status desirable.

Ability to be bonded by the Town insurer.

Financial background check may be required.

Tools and Equipment used:

Personal computer including word processing and specialized accounting software; copy machine; fax machine; ten key; telephones; and other office equipment.

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. The employee is required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Out of town travel is required for various training and meetings related to Town projects.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 works mainly indoors in an office environment.

The noise level is usually quiet to moderate in an office setting.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; successful completion of pre-employment drug screening.

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 requirements of the job change.

