

Deputy Municipal Clerk/Treasurer

DEFINITION

Under direction, performs bookkeeping and other related duties in support of the Town of Holly Municipal Clerk/Treasurer's Office. Maintains current financial records; performs a variety of technical tasks relative to assigned area of responsibility. Receives training from the Town of Holly Municipal Clerk/Treasurer in the duties of the office. Is prepared to act, and is authorized to act, by the Holly Board of Trustees in the Municipal Clerk's stead in the absence of the Clerk.

SUPERVISION RECEIVED and EXERCISED

Receives general oversight from the Town of Holly Administrator. Receives direct supervision from the Municipal Clerk/Treasurer. This position requires no exercise of supervision, functional or otherwise, except in the absence of the Town Clerk/Treasurer.

EXAMPLES OF DUTIES

Must cross-train to all duties of the Municipal Clerk/Treasurer, including Municipal Court duties. For example, but not limited to the following:

Comply with General Accounting Standards Board guidelines for municipalities by the prudent appropriation and recordkeeping of the use of taxpayers' monies.

Act as an adjunct to the financial manager; prepares financial statements, is prepared for audits, monitors accounts payable, accounts receivable, payroll, and all financial reporting for all funds of the Town.

Review monthly utility billing account registers and reconciles with Town Treasurer.

Responsible for inventory recordkeeping; reconciles incoming utility department supplies with invoices, reconciles outgoing utility department supplies with material requisitions, reconciles inventory with Town Treasurer, prepares inventory information for annual audit.

Prepare financial statements to be presented at monthly meetings of the Board of Trustees.

Assist the financial manager with the preparation of the annual budget.

EMPLOYMENT STANDARDS

This position requires a high standard of confidentiality. This is a professional, administrative position. As a representative of the Town of Holly Board of Trustees, the applicant must have the ability to interact with the residents in a manner appropriate to the position.

REQUIREMENTS

Experience in general office management, finance and accounting protocol. Prior experience in governmental fund accounting preferred, but not required. High degree of computer literacy, including experience with utility billing software (optional), accounting software, Excel, Microsoft Word, Microsoft Outlook.

EDUCATION

High School Diploma or possession of an approved High School Equivalency Certificate, supplemented by completion of at least sixty (60) credit hours from an accredited college or university. Experience may be found to be commensurate with required education levels in the following manner: One (1) year of experience to equal thirty (30) credit hours from a college or university.