

JOB TITLE: DEPUTY CLERK/FINANCE DIRECTOR/ASSISTANT TREASURER (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Assistant Administrator/Clerk-Treasurer/Budget & Human Resource Director

JOB SUMMARY: Responsible for preparation and maintenance of the fund accounting records and monthly reports; responsible for processing Payroll and related duties; responsible for tracking bids, available funding, construction and engineering costs associated with capital projects or large projects; assists in the communication and interpretation of policies and procedures as directed; in absence of Administrator Assistant/Clerk-Treasurer performs his/her duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for performing the monthly fund accounting, reports and claim writing duties including noting any budget inconsistencies; maintains the capital project file tracking bids, revenues and expenses; processes bi-weekly payroll and completes all reports for taxes, insurance, deductions and end of the year reports; maintains the central filing system of the City; answers telephone calls and waits counter; tracks bond payment schedules and processes payments; exercises judgement concerning knowledge of the City's laws, regulations, and procedures with overview/approval of Administrator Assistant/Clerk-Treasurer; operates a computer, typewriter, calculator, base radio, fax and copy machine in daily activities.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Confers with Administrator Assistant/Clerk-Treasurer on personnel matters; assists Department Heads with bill signing responsibilities; assists with Council and Committee meeting agendas, attends meetings and prepares minutes as directed; oversees licensing requirements for occupation taxes, garbage haulers licenses, tobacco permits, coin-op permits, fireworks and handicap parking permits; provides assistance to auditors during field work and performs end-of-the year and adjusting accounting entries; assists in Utility billing duties when necessary; files small claims and/or garnishment actions and follow-up; assists in the training of subordinate clerical personnel; assists with investment opportunities for the City; assists with duties associated with the Seward Airport Authority; assists in sorting incoming mail; assists with Civil Service duties on an as needed basis; may perform daily reconciliation duties; may provide clerical support for the Mayor and City Administrator.

SKILLS/ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials, City employees and the public; high degree of organizational skills required to effectively administer City programs; ability to stand and/or sit for long periods of time; ability to work overtime hours if necessary; ability to attend meetings and/or conferences in town or out of town; ability to type from copy at a rate of 60 wpm.

TRAINING AND EXPERIENCE: Graduation from high school and three years of accounting experience; two to three years of experience with various computer programs and functions; three years of supervisory or lead experience; or any equivalent combination of experience or training.

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