

TOWN OF MOUNTAINAIR TREASURER/CLERK

NON-EXEMPT

PURPOSE AND NATURE OF THE JOB

This is a highly responsible Administrative and coordinated job, working the fiscal management in Municipal Government.

Work requires the independent application and performance of technical accounting and fiscal management knowledge to a variety of tasks within established laws, rules, regulations and time limits and participating in the maintenance and processing of Municipal financial records and reports, and any other activity as directed by the Town Council. Work may also involve overseeing or directing the work of temporary employees involved in performing various bookkeeping and other clerical tasks. Work is performed under supervision of the Town Clerk and Mayor and is reviewed through audits, reports, discussion, and observation of results.

DESCRIPTION OF TASKS PERFORMED

Maintains financial records, prepares balance sheet and Annual Financial report; prepares budget and administers expenditures; maintains and processes Payroll Records and Reports; processes claims and warrants.

Maintains project needs for funding and investment; invests funds with Town Council approval; meets with Auditors and Investment Advisors; coordinates Public Improvement Assessment and Bond Activities.

Maintains and processes accounting records concerning accounts payable, payroll, and related financial records and reports.

Prepares reports and financial and statistical statements including but not limited to monthly credit card and bank reconciliations and voucher report; makes bank deposits; prepares appropriations and expenditure statements.

Allocates payroll by department or function; prepares and submits a variety of reports and forms pertaining to Social Security, Withholding Taxes, Workman's Compensation, P.E.R.A. (retirement), and Medical, Dental and Life Insurance.

Participates in the auditing and codification of accounts.

Assists in the election process as required, and prepares legal notices for the media, purchasing necessary supplies, and maintaining the required records.

Performs other Clerical duties of the Town Clerk and Billing Clerk in their absence.

DESCRIPTION OF MACHINES, TOOLS, EQUIPMENT, and WORK AIDS USED

Operates a variety of office equipment including copier, adding machine, computer, fax machine, 2-way radio, telephone, typewriter and computer.

DESCRIBE MATERIALS AND/OR PRODUCTS HANDLED

Paperwork

EXPERIENCE

High School Diploma or Equivalent.

Should have some training in accounting, business administration, or related field and experience in responsible office work.

Ability is needed to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements and reports, and to recommend and administer general controlling policies.

Shows knowledge of the principals and practices of Governmental Accounting, Budgeting, and Payroll Administration, Legal requirements governing Municipal Operation, or the ability to acquire such knowledge in a short period of time.

Has knowledge of the function, organization, staffing and operating procedures of the various Town Departments, or the ability to acquire such knowledge in a short period of time.

Has knowledge of modern office practices and procedures and standard office accounting equipment.

Has knowledge of principals of Public Administration.

Has the ability to administer accounting systems and procedures in varied financial activities.

Has the ability to establish and maintain effective working relationships with Department Heads and other employees, Public Officials, and the Public.

Is skilled in the operation of a computer, typewriter, adding machine, cash register, and other office equipment.

Reports to the Town Clerk and Mayor.

SALARY AND BENEFITS

- Hourly Range: \$20 - \$23
- Annual Range: \$41,600 - \$47,840
- 100% Health, dental & vision coverage for employee and spouse
- PERA Municipal Plan 2
- Paid Vacation
- Paid Sick Leave
- Holiday Leave