

JOB DESCRIPTION

Assistant City Clerk/Treasurer

Assistant City Clerk/Treasurer is responsible to City Clerk/Treasurer.

GENERAL RESPONSIBILITIES:

1. Download meter readings into computer, run pre-billing registers, and compare to previous, months, make new meter cards
2. Prepare bank deposits and enter receipts in computer for each account
3. Answer telephone, take messages, handle residents questions
4. Handle requests from utility customers for clarifications of bills and development of budget amounts
5. Assist City Clerk entering amounts in Computer for weekly payroll paybacks
6. Assist assessor when necessary
7. Archive/dispose of out-dated public records
8. Attend training as deemed necessary
9. Substitute for City Clerk/Treasurer as needed – vacation, illness, etc.
10. Assist with notice postings in absence of City Clerk/Treasurer
11. Assist in ordering office supplies
12. Assist City Clerk in preparing letters and developing/maintaining data bases when necessary
13. Perform any other tasks as reasonable requested.

ACCOUNTS PAYABLE

1. Assist in preparation of payments and checks for claims against the city and utilities.
2. Prepare a List of Unpaid Invoice for the City Council Meetings
3. Assist in maintenance of proper payment of city property and liability insurance

ACCOUNTS RECEIVABLE

1. Collection of electric, water, sewer, and refuse payments.
2. Posting of payments to the correct accounts.
3. Assist in Property Tax – distribution, collection, and settlement
4. Assist in the special assessments, delinquent utility notices to be put on taxes
5. Assist in issuance of building permits and collection of fees
6. Issuance of utility disconnect notices
7. Issuance and collection of fees for dog licenses
8. Deposit monies collected by City and post to the proper accounts