

JOB DESCRIPTION FOR DEPUTY CLERK-TREASURER

TITLE: Deputy Clerk-Treasurer

LOCATION: Green Lake City Hall, 534 Mill Street

REPORTS TO: City Clerk-Treasurer

PURPOSE OF POSITION: Assist the Clerk-Treasurer in all phases of office procedures. Emphasis on financial operations. Performs a variety of accounting, clerical, typing, and computer related tasks associated with the work of the Clerk-Treasurer's Office and related work as required.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

- Payroll – including but not limited to calculating time sheets; issuing checks; federal, state and social security tax payments; retirement, deferred compensation, union and miscellaneous payroll deductions payments; bi-weekly, monthly, quarterly and yearly payroll reports to federal, state and other agencies; W2 Forms.
- Utility billing for water, sewer, and garbage – including but not limited to issuing quarterly billings; collections; issuing delinquent notices; collecting delinquencies; monthly, quarterly and yearly reports; set up new accounts; maintenance
- Assist with accounting – including but not limited to issuing voucher checks, balancing accounts, purchase orders/list of payment of bills for Council to approve, monthly Cash Balance Report for Council
- Deposits – general and utility
- Assist Clerk in conducting local elections – including but not limited to set up for voting, testing voting machines, conducting training for election workers, sending out absentee ballots, voter registration
- Miscellaneous correspondence as requested
- Take minutes for meetings when Clerk is not available
- Liquor licensing – including but not limited to sending and receiving applications and typing up licenses
- Receptionist duties – including but not limited to answering phone calls and assisting the public at the counter
- Assist in sending out miscellaneous invoice statements
- Assist in maintaining resolutions, ordinances and municipal code

This job description is to assist in defining job responsibilities and indicate needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of the supervisor to assign, direct and control the work of employees under supervision. The City retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems in its judgement to be proper.

(Updated in 2024)

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