

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

JOB DESCRIPTION	
<i>CLERK/TREASURER/DIRECTOR OF FINANCE/FOIA COORDINATOR</i>	
Supervised by:	City Manager
Supervises:	Deputy Clerk, Deputy Treasurer, Accounts Receivable Clerk, Accounts Payable Clerk, Cashier/Account Clerk, Secretary/Receptionist, Utility Billing, and Election Workers.
General Summary:	The Clerk/Treasurer is the Clerk of the Council and the Chief Financial Officer of the City. This position administers and oversees a variety of City operations and specialized services including but not limited to the following: financial services; accounting services; payroll and personnel services; cash management; investments; utility billing; tax billing; issuance of licenses; conduct of elections; collection of taxes, fees, and penalties; administration of cemetery; and other related work as required or assigned. The Clerk/Treasurer is an appointed officer of the City.
Essential Job Functions:	
1	Attend all meetings of the Council and keep a permanent journal in the English language of every session of the Council. Be the custodian of the City seal and affix it to all documents and instruments requiring the seal of the City and attest the same. Certify, by signature, all ordinances and resolutions enacted or passed by the Council.
2	Be the custodian of all papers, documents, and records pertaining to the City; keep records of all ordinances, resolutions, official bonds, and franchises, contracts, insurances, or agreements to which the City is a party, and any action of the Council. Have the power to administer all oaths required by law, ordinance, or the Charter, and give ample notice to the proper City officials of the expiration or termination of their terms of office.
3	Be the chief elections officer of the City, select and train election workers, publish election notices and issue absentee ballots, supervise the registration of voters and the conduct of elections.
4	Administer the receipt of all moneys belonging to and receivable by the City that may be collected by any officials or employees of the City, including license fees, taxes, assessments, and all other charges belonging to and payable to the City, except as otherwise provided by law, or ordinance of the City, and in all cases, give a receipt therefore. Establish effective cash collection, deposit, and disbursement procedures to maximize cash availability.
5	Administer the deposit of all money or funds of the City in such manner and only in such places as the Council may determine or as may be required by law or ordinance of the City. Be familiar with and utilize a range of investment opportunities for idle funds and make sound investments of City moneys.
6	Prepare the annual budget for the Clerk Treasurer's office. Assist the City Manager in preparation of the annual budget for the City. Compile five-year capital plan. Make long-range budget forecasts.

7	Keep and be the custodian of the books; account for assets, receipts, and expenditures of all departments of the City, and prescribe a method of keeping accounts for all departments and offices of the City, which shall be uniform, and conform to law and generally accepted accounting principals. Direct the maintenance of financial records, required supporting documentation, fund distributions, authorize journal entries, month end, and year-end closing entries.
8	Examine and verify all books at least once a month and report financial condition of all funds to the City Manager and City Council as requested.
9	Advise the City Manager and City Council regarding the financial status of the City and recommend methods of financing projects.
10	Supervise the keeping of tax rolls and special assessments, property tax bills, and delinquent tax rolls and jeopardy assessments.
11	Examine and verify all accounts and claims against the City.
12	Prepare various reports and records including documents for the annual independent audit.
13	Issue all licenses required to be issued by the ordinances of the City.
14	Coordinate and administer grant programs with City departments and maintain individual grant accounts and required documents.
15	Maintain property/casualty/liability, workers compensation, unemployment, and health insurance for the City; work with insurance companies and employees on insurance matters.
16	Prepare and publish required public and legal notices.
17	Assist the City Manager and participate as a member of the City bargaining team for collective bargaining with City employee units.
18	Administer the application of Personnel Policies, rules, regulations, and laws for all City employees. Supervise the maintenance of personnel records and the submission of all required payroll and employment reports.
19	Administer the receipt of and response to all requests for public information made to the City under the Freedom of Information Act.
20	Administer the non-maintenance operations of the Riverside Cemetery. Organize and manage the records of the Cemetery. Coordinate and oversee lot sales, burial services, and the sales of other cemetery related services.
21	Participate in and support the overall management and direction of the City in cooperation with the City Manager and other department heads.
22	Plan and insure professional and technical development for self and department staff through training programs, educational seminars, and routine work review.
23	Work on special projects and perform such other duties as may be prescribed by the City Manager.
Required Knowledge, Skills, Abilities and Minimum Qualifications:	
▪	Knowledge of the functions, structure, and organization of municipal government. Knowledge of governmental laws and regulations and the ability to interpret and apply the laws to a variety of governmental transactions.
▪	Knowledge of modern office practices and procedures including knowledge of general business, purchasing, budgeting, personnel, and supervisory principles.
▪	Knowledge of generally accepted accounting principals and governmental

	accounting principals and practices and the ability to apply them accurately.
▪	Possession of mathematical skills and statistical procedures; ability to prepare financial records and reports; and resourcefulness in handling problem situations.
▪	Ability to utilize computer systems and related software packages.
▪	Ability to establish and maintain effective working relationships with subordinates, co-workers, other departments, and the general public.
▪	Ability to research, prepare, present and implement, multifaceted programs, studies, and projects effectively.
▪	Communicate effectively both orally and in writing.
▪	Prepare and present effective oral presentations to various groups, boards, authorities, and City Council.
▪	Current accreditation from the Michigan Secretary of State as an election official.
▪	Ability to concentrate and pay close attention for extended periods of time.
▪	Ability to effectively supervise subordinate personnel.
▪	Ability to understand and carry out complex oral and written directions.
▪	A bachelor's degree in general business, accounting, finance, or related field from an accredited college or university.
▪	Experience in a professional accounting capacity or financial management in a municipal setting.
▪	Ability to handle multiple concurrent tasks with limited supervision.
▪	Technical confidence, enthusiasm, and a commitment to superior customer service.
▪	Any equivalent combination of experience and education that would provide the knowledge and skills and abilities required by the duties as listed herein.
Physical Demands and Work Environment:	
<p>Work is mostly conducted in an office environment.</p> <p>Valid driver's license is preferred.</p> <p>Ability to sit, stand, and move about to accomplish essential functions.</p>	
Date Created:	
Dates of Revision: 11.21.2001; 03.15.2010, 10/10/2016; 7/25/2018	