

CITY OF HASTINGS
County of Barry, State of Michigan

Deputy Clerk/Assistant Director of Finance
(Finance Department) Full-time, exempt

Supervised by: City Clerk/Treasurer/Director of Finance

Supervises: Provides functional leadership and limited direction to all Finance Department staff, and Election Inspectors

Supports all Clerk/Director of Finance functions as provided by law, Charter, ordinance, or policy; maintaining records, running elections, performing payroll/benefits administration and fiscal activities as directed.

Essential Job Duties:

- Assist in maintaining all papers, documents, and records pertaining to the City; keeping record 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.
- Assist with all duties and functions pertaining to City elections
- Assist with the publishing of required public and legal notices
- Assist with the recording and monitoring of FOIA requests
- Attend Council and other meetings to record the proceedings when directed
- Assist with coordination of public bids and the disposition of City assets
- Assist with all City insurance coverages; work with insurance companies and employees on insurance needs and issues; file and maintain records of all liability, property, and workers compensation insurance claims; support annual open enrollment for all eligible staff/retirees
- Maintain all employee payroll and benefit information, process bi-weekly payroll using outsourced payroll support
- Monitor and assist with banking functions as necessary
- Substitute for the Deputy Treasurer in preparation of daily cash receipting summary
- Prepare various reports and records including documents for the annual independent audit
- Assist with maintaining the financial data of the City; account for assets, receipts, and expenditures of all departments of the City, and follow method of keeping accounts for all departments and offices of the City, which shall conform to law and generally accepted accounting principles
- Direct the maintenance of financial records, required supporting documentation, fund distributions, prepare journal entries, month end, and year-end closing entries
- Work on special projects and perform such other duties as directed

Required Knowledge, Skills, Abilities, and Qualifications:

- Associates degree required
- Minimum five years of experience in similar tasks and functions, with governmental fund accounting background
- Proficient use of Windows, Microsoft 365, Adobe products
- Current accreditation by the Michigan Secretary of State as an election official, or ability to achieve
- Knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply
- Knowledge of policies and regulations governing clerical activities in the City Clerk's office to accurately perform official election, fiscal and record keeping functions
- Basic understanding of financial statement presentation
- Experience using data base and general ledger software
- Ability to perform administrative work independently, exercising appropriate judgment
- Problem solving and critical thinking skills
- Ability to communicate effectively orally and in writing
- Staff supervision skills

Preferred:

- BA/BS degree
- MAMC Clerk Certification
- Municode experience
- Completion of MGFOA Back to Basics training

Physical Requirements (with or without reasonable accommodations):

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in-person and/or on the telephone
- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 25 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files and documents
- Work is performed primarily in an office environment using standard office equipment