

JOB DESCRIPTION

Position Title: City Clerk / Treasurer

Department: Municipal Office

Supervised by: City Administrator

General Description of Work

This position requires supervisory, secretarial and clerical work sometimes complex in nature. Is responsible for carrying out general office procedures and acts in a secretarial capacity to the City Administrator, Mayor and City Council Members. Work is performed with some guidance from administrative superiors, but must be an independent worker. Work is reviewed directly by the City Administrator.

Duties

Duties may include but are not be limited to Accounting, Budgeting Procedures, Financial Reports, and Elections. Must have extensive knowledge of accounting procedures such as accounts payable and accounts receivable as well as all payroll functions and reporting. Must be familiar with West Virginia State Audit procedures and Public Service Commission regulations. Must be familiar with West Virginia State Budget procedures and be able to prepare annual budgets for each department within the city. Prepares monthly financial information for City Council , records all financial activity on a daily basis, reconciling banking record on all accounts. Must be familiar with West Virginia State Election procedures and be able to perform all duties associated with municipal elections. Does any additional work that may be required or requested by supervisor.

Skills, Knowledge, and Abilities

Possesses knowledge of routine office procedures, communication skills, telephone skills, computer skills and the ability to get along with others. Possesses a considerable knowledge of Business English, spelling, punctuation and arithmetic. Has an acquired knowledge of office practices, procedures, and applications with the ability to type with speed and accuracy. Ability to work independently on complex clerical tasks, maintain clerical records and prepare accurate reports. Possesses the ability to exercise good judgment, courtesy and tact in receiving office callers and in making proper disposition of problems. Possesses the ability to maintain confidentiality.

Education

High School Diploma or G.E.D. equivalent. Possesses any equivalent combination of experience and training, which provides required knowledge, skills and abilities.

Other Requirements

Possess a valid Drivers License. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Supervisor: _____ Date: _____

Employee: _____ Date: _____