

City of Bluffton

Job Description

Job Title: Deputy Clerk-Treasurer
Department: Clerk-Treasurer's Office
Reports To: Clerk-Treasurer
FLSA Status: Nonexempt
Last HR Review: July 2016

Principal Function: The Deputy Clerk-Treasurer is responsible for assisting the Clerk-Treasurer in maintaining financial records and official records of the City.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Processes accounts payable by reviewing invoices and providing notification of discrepancies including sales tax, entering invoices into the Budgetary Control System (BUCS) accounting software, printing accounts payable checks, uploading any Automated Clearing House (ACH) transactions to the bank, and printing check registers and claims.
2. Performs administrative duties to include: sorting and answering mail, answering the phones, assisting the public, and receipting revenues.
3. Performs biweekly payroll with duties to include: entering hours from timesheets, running direct deposits, uploading to the bank, interfacing with the CompreHensive Integrated Payroll System (CHIPS) and the Budgetary Control System (BUCS) accounting software, and processing Internal Revenue Service (IRS) transfers through the Electronic Federal Tax Payment System (EFTPS).
4. Assists the Clerk-Treasurer in preparing documents such as mail, tax forms, and daily bank deposits.
5. Prepares monthly, quarterly, and yearly reports as required including tax reports.
6. Provides clerical assistance to the Clerk-Treasurer in preparing and/or maintaining records and documents of the City and utilities to include: ordinances, resolutions, tax abatements, and minutes.
7. Assists the Deputy Clerk-Treasurer/Human Resources as needed with duties to include: medical insurance recordkeeping, personnel records, payroll updates, personnel inquiries, and job applications.
8. Assists the Clerk-Treasurer with duties to include: bank reconciliations, maintaining City records, and preparing budgets and annual reports, as needed.
9. Prepares the agendas and minutes for the Board of Public Works and Safety and City Council meetings in the absence of the Clerk-Treasurer and attends meetings in the absence of the Clerk-Treasurer.
10. Attends meetings to include: State Board of Accounts, Indiana League of Municipal Clerks and Treasurers, and other affiliate associations as required by the Clerk-Treasurer.
11. Acts as the supervisor of the department in the absence of the Clerk-Treasurer.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others

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with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.

- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Education and/or Experience: High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience. Previous financial administrative experience working in a government related environment is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Computer software skills required include: Microsoft Outlook, Word, Excel, and PowerPoint. Experience with the Comprehensive Integrated Payroll System (CHIPS) and the Budgetary Control System (BUCS) is desired.
- A working knowledge of accounting processes and procedures is required.
- A working knowledge of payroll processing and tax reporting is required.
- A working knowledge of report writing is required.
- The ability to operate a multi-line telephone system is required.
- The ability to multi-task and work in a fast paced environment while providing exceptional customer service is required.
- The ability to attend meetings and seminars as requested is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is required.
- The ability to speak, read and write in English is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and reach with hands or arms; and talk or hear. The employee is frequently required to stand; or walk. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must frequently lift and or move up to 25 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given

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point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving mechanical parts and the risk of electrical shock when working with office equipment and outdoor weather conditions. The noise level in the work environment is usually quiet to moderate.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends. It may also require the ability to drive from the City Hall to other City buildings and/or City businesses on behalf of the Clerk-Treasurer's Office. Thus, a valid driver's license may be required.