

VILLAGE OF NORTH BRANCH

JOB DESCRIPTION

Clerk

A. Position Summary:

The Clerk performs a wide range of clerical functions. Maintains accurate files and public records, oversees the utility billing process, and assists in tax preparation and collections.

B. Typical Duties and Specific Responsibilities:

1. Review invoices for accuracy, enter and balance invoices, prepare and process checks.
2. Prepare payroll checks, complete payroll reporting functions, maintain payroll withholding records. Responsible for quarterly tax filings.
3. Prepares year-ending accounting and payroll functions and preparation for audit.
4. Prepares an annual budget.
5. Organize and maintain files and records including updates on Ordinances and Zoning.
6. Accept payments of funds due to the Village.
7. Prepares, prints and mails quarterly water/sewer bills.
8. Arranges and prepares meeting agendas and meeting materials for various Village meetings. Attends meetings as required and records and prepares minutes as needed. Prepares and processes paperwork and correspondence related to action taken at the meetings.
9. Provides front-desk service and assistance to customers including handling customer questions and complaints. Answering phones and replying to emails. Addresses FOIA requests as necessary.
10. Assists with record keeping of rentals, inspections and fees.
11. Provides computer support. Helps maintain and update the Village's website as well as follow up on any internet correspondence.
12. Receive, sort and distributes all incoming mail to appropriate departments and personnel.
13. Administers oaths of office as needed.
14. Assist with collecting taxes.
15. Assists in balancing cash drawers and troubleshoot imbalances.
16. Make bank deposits when needed and review and verify bank statements.
17. Assist with all DDA transactions.
18. Accept and review and prepare legal publications and notices for public hearings; send out Public notices to those affected by public hearings.
19. Research and provide answers and information to other department heads.
20. Performs other duties including special projects requested to ensure efficient operations of the clerk's office.
21. FOIA Coordinator
22. Keep up to date on State issues and new laws relevant to Village business.
23. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with village employees, contractors to the village, representatives of other governmental units, professional contacts, elected officials and the public.

C. Hours of Service:

1. The hours are determined by the clerk and treasurer and approved by council.
Time off or vacation time is covered by either the clerk or the treasurer.

D. Educational Requirements:

1. An Associate Degree in accounting, public administration or a related field is required. Two or more years experience in a municipal clerk's office including bookkeeping, accounting or other financial-based clerical duties is a must.

E. Skills and Experiential Requirements:

1. Must be familiar with computers and internet, and capable of learning accounting/payroll software utilized by the Village. (Fundbalance or BS&A Software)
2. Must be able to communicate effectively, both written and oral, and to effectively record minutes of meetings.
3. Must be able to organize files and information competently for efficient retrieval.
4. Must be able to manage a wide variety of tasks simultaneously.
5. Must be capable of paying attention to detail, seeking accuracy in the execution of duties.
6. Must be able to communicate with and assist constituents and others in a friendly manner.
7. Ability to type with precision, utilize standard work processing software and spreadsheet Software and proofread for accuracy.

F. Other Requirements:

1. Able to qualify for a surety bond
2. State of Michigan driver's license and driving record which is acceptable to the Village.
3. Willing to attend educational training to improve job skills.

G. Physical Requirements:

1. Able to sit for extended periods of time
2. Able to pass a thorough health physical, administered after a conditional offer of employment has been made.
3. Able to lift 30 pounds.

J. Compensation:

1. Job is commensurate with education, skills, continued training and experience.

The Village of North Branch is an at will employer. You have the same right to terminate your employment with the Village of North Branch at will, which means you can terminate your employment at any time, with or without cause and with or without notice. We too reserve the same right.

