

City of Laingsburg
Job Description
City Clerk/Treasurer

Position Summary: The City of Laingsburg is seeking a talented City Clerk/ Treasurer to join our team. The approximate starting salary range for this position is \$50,000 - \$70,000 depending on qualifications. Our ideal candidate is a highly motivated self-starter who thrives in a fast -paced environment, can take on new challenges, brings new and creative ideas, and deliver prompt and superior customer service. Incredible organization and attention to detail is a must. Willingness to jump in to do what is needed. The person will be responsible for the overall financial management and keeping of legal documents of the City following the direction of the City Council

PRIMARY DUTIES AND RESPONSIBILITIES:

Accounting/Financial:

- Manage City investments within Michigan Municipal Law.
- Responsible for all accounting functions, month end financial statements, and assisting auditor for year-end audit.
- Coordinates the development and administration of the city budget. Works with other City departments in developing budget requests, and revenue and expense projections.
- Provides guidance on short- and long-term financial planning, accounting, and reporting procedures, account discrepancies, tax regulations, and City fiscal policies.
- Monitors, evaluates, and recommends upgrades to the City's accounting and computer systems to ensure efficient and cost-effect processes.

Treasurer:

- Responsible to Create and maintain the tax roll.
- Send out and collect the property taxes.
- Distribute tax collections to the taxing authorities.
- Manage credit card payments.
- Responsible for collection of all monies owed to the city and timely deposits thereof.
- Responsible for the billing, collecting and maintenance of the utility billing, tax, accounts payable and payroll databases.
- Balance/Maintain Petty cash drawer.
- Reconcile Bank accounts.
- Monitoring Millages and their expiration dates/need to go to the voters.

Clerk:

- Attending and keeping minutes of all meetings of the City Council, and other organizations related to the city when necessary.
- Preparation of the agenda and information packets for City meetings utilizing the Agenda Management Software.
- Responsible for Public Notices and announcements of City meetings and City calendar.
- Serves as official custodian for the safekeeping and management of the city seal and all City records and papers, documents, and bonds and records retention management.

- Responsible for human resource activities and management. Handles sensitive and confidential operational and personnel-related information and maintains confidentiality of same.
- Serves as the City's Freedom of Information Act (FOIA) coordinator. Assists departments in researching and compiling information and coordinates with the City Council and/or City Attorney as needed.
- Manages the front counter activities. To include cash receipts, building permits, park reservations, applications for peddlers, food trucks and events, mail, cemetery, phones, customer service, voters and more.
- Responds to public inquiries, investigates complaints, and assists the public as needed. Attends meetings, conducts research, prepares reports, and completes special projects as assigned.
- Maintains the public trust by keeping information confidential as appropriate.
- Research and processes insurance claims for the City and City staff. Serves as the liaison between the insurance company, the claimants and the city.
- Creates and publishes newsletters to be mailed with Tax and Utility Bills.
- Administers the Oath of Office to public employees and officials.
- Track Boards, Commission and Committee members, attendance, post vacancies, maintain the required permanent historical records, file oaths and notify the mayor of upcoming expiration of terms.
- Responsible for the maintenance of cemetery records; processing documents, work orders, forms and deeds relating to cemetery lots and burials.
- Work within and outside companies to review and update zoning ordinances, update master plan, capital improvements and grants.

Elections:

- Responsible for conducting all elections according to Michigan Election Law.
- Supervises, recruits, and trains Election Staff.
- Instructs department staff and election workers in election procedures, set up and servicing of voting devices, and other related activities.
- Creates and maintains election materials.
- Test Election Voting System
- Maintain inventory of election supplies
- Performs routine maintenance of voter registration records and reports; registers voters in accordance with federal and state statutes and regulations utilizing QVF.

Other:

- Assigns work, supervises personnel, evaluates performance, and oversees training and professional development of the deputy clerk, deputy treasurer and other administrative staff as needed.
- Assists in the recruitment and hire of Clerk/Treasury personnel; plans, assigns, and coordinates workloads; evaluates performance, and oversees training and professional development. Take disciplinary action according to established procedures.
- Perform all duties and assignments as directed by the City Council.
- Keep up to date on State issues and new laws relevant to City business.
- Draft request for Proposals and Qualifications. (RFP, RFQ)

- Work on and Maintain city website.
- Serves as the primary point of contact for technology support service and email administration.
- Work with and coordinate responsibilities with County Clerk, County Treasurer, County Equalization Director, City Assessor, and other various entities.
- Monitors Building and Assessing Departments and assists as needed.
- Administer the Title VI program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI program reviews to assess administrative procedures, staffing, and resources.
- Maintain Redevelopment Ready community certification and ensure compliance with aligned best practices.

Qualifications for employment:

- A high school diploma with some college coursework in accounting or finance is required. A bachelor's degree in business, accounting, or a related field is preferred.
- Three or more years in a finance department, business office, or related setting, with at least One year of administrative or supervisory experience. Municipal Experience is Preferred.
- Thorough knowledge of the principles and practices of public finance and budgeting, municipal accounting, tax collection, investments, and payroll and benefits administration.
- Ability to obtain State Certification for elections.
- Certification as a Notary Public or the ability to become certified.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment required.
- Knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in taking minutes, maintaining, and updating complex records and documents, compiling and evaluating data, and preparing clear and accurate reports.
- Skill in preparing, interpreting, and analyzing data, developing operating and capital budgets, and creating financial forecasts and models.
- Skill in the use of office equipment and technology, including computers, financial programs, and other related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing and make public presentations.
- Ability to evaluate and control a variety of community services, analyze a variety of operating problems, and to make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and work extended hours during elections.