



Town Clerk

Job Summary

Serves at the pleasure of the Board of Trustees and is appointed every two years. Works under the general supervision of the Town Administrator. Serves as the Town's election official and custodian of records, assists in preparing the annual budget, prepares board minutes and maintains records of the Town. Provides financial reports, completes all accounting tasks including payroll, accounts receivable, and accounts payable, assists in monitoring the Town's investments. Responsible for maintaining personnel records and administers employee benefits. Oversees liquor licensing and other administrative duties.

Essential Duties

Oversees and maintains all accounts payable and receivable transactions; maintains bank accounts, journals, and ledgers for all funds; monitors Town investments to secure highest return upon Administrator and Board approval; reconciles all funds and prepares monthly cash investments report; prepares monthly payroll, quarterly and annual payroll reports; maintains personnel records and administers all benefit plans; performs duties necessary in preparation for the yearly audit; prepares reports and audits for Highway User's Tax Fund, Conservation Trust Fund, Worker's Comp., CIRSA, etc.; assists in preparing the annual budget by forecasting revenues and expenditures, complying with GAAP budget policies, preparation and deadlines as set by state statutes; official custodian of permanent records and public documents; responds to CORA requests; attends all Board meetings and prepared minutes once per month; serves on the Safety Committee; provides website maintenance; serves as administrative support to the front office overseeing liquor licensing and other administrative duties; the Town's Election Official accountable for administration of elections (every two years), appointing election judges and conducting their training, prepares and submits an election plan, Abstract of Votes, and other reports to the Secretary of State for their approval.

Knowledge, Skills, and Abilities

Must have the ability to objectively and cordially deal with the public; working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices and budgeting processes; ability to perform arithmetic computations accurately and quickly; experience in double entry bookkeeping; ability to prepare payroll and disburse payroll taxes, retirement, etc.; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with a team performing some functions of the job and also be able to work alone performing other functions. Must be bondable; have the ability to obtain Notary Public Certification and Certified Municipal Clerk status within four years.

Experience and Training

Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field with a minimum of two years of on-the-job accounting experience or any equivalent combination of education and experience. Must be bondable.

Physical Requirements

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. While performing the duties of this job, the employee is frequently required to sit and talk or hear/listen. The employee is required to walk; use hands to operate various office equipment, finger, handle, or feel objects, tools or controls, and reach with hands and arms. Employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a professional office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a local assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.