## Clerk/Treasury











## Clerk Roles and Responsibilities



Oaths of office



Employee contracts
& Village Contracts



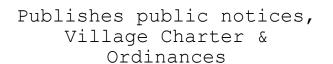
Manages General
Liability &
Property insurance
renewals and Claims



Assists Village Manager with daily operations

## Roles & Responsibilities cont.







Minutes and Agendas for all Boards



Keeper of all Village records including FOIA

## Employees

#### Sonja Stout

- Hired May 2023
- Attends 1st Council meetings of the month, DDA every other month, BZA when recording secretary isn't present Clerk duties are split

#### Lynsey Blough

- Hired April 2024
- Attends 2<sup>nd</sup> Council meetings of the month, DDA every other month, Planning Commission when recording secretary isn't present.

Clerk duties are

## Treasury and Finance



Investments (Oakland
County handles
most), debt
administration



Payroll, Accounts
Payable and
Receivables, Utility
Billing



Employment benefits administration, Escrow accounts maintenance, audit preparation



Cash handling and receipting, bank deposits and reconiciliations, budget development



Fixed assets accounting and reporting, general ledger accounting

## Employees

#### Sonja Stout

• Debt administration, cash handling & receipting, bank deposits & reconciliations, budget development & administration, audit preparation, financial statement preparation, general ledger accounting, DDA financial management, computer software and maintenance, utility billing, general ledger accounting.

#### Lynsey Blough

• DDA financial management, debt administration, cash handling and receipting, Building permits & special events, payroll, utility billing, general ledger accounting.

## Employees Cont.

## Corinne Hall (Retiring in May/June 2025)

• Payroll, Accounts
Payable & Receivables,
fixed assets accounting
and reporting, escrow
accounts maintenance,
employment benefit
administration

## Cherie Hedrick (Retiring in next couple years)

• Handles employment benefits administration, taxes, cash handling and receipting, budget development and administration, general ledger accounting, utility billing, escrow maintenance, cemetery financial management.

## Employees Cont.

# Barb Rice (Retiring in next couple years)

•Assists the front counter, cash receipting/handling, Special Events and building permits, Utility

Billing

## Challenges and Goals



## Challenges

Losing half the Administration to retirement

- Corrine May/June 2025
- Barb 2026-2027
- Cherie 2026-2028

Training upcoming staff with current policies could result in mistakes



### Goals

Cross train in every position to offer flexibility

Replace, retain and train new personnel in skilled areas