



CITY OF MILES CITY

Position Description

Deputy City Clerk

Last Revised	12/6/2018
Effective	12/7/18
FSLA Exempt	Non-Exempt
Job Class	Administrative
Department	Finance
Accountable to	City Clerk

SUMMARY OF WORK

Oversight of process City accounts payable claims and monitoring of ambulance receivables. At the request or absence of the City Clerk performs City Clerk duties as necessary. Serves the public.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

- Reconcile and pay accounts payable claims. Enter and balance claims, print reports; print and mail checks; research vendor statements and claims; maintain claims files, including scanning claims into accounting software.
- Payroll: maintain and update payroll system applications.
 - Calculate, process, and prepare certification of eligibility for longevity and ensure that payment is correctly paid.
 - Review and enter payroll data for accuracy. Audit department payroll records and documentation to ensure that reported time any pay is correct and in accordance with applicable State and Federal laws, Miles City Personnel Policies and Procedures, various Union Contracts, and Fair Labor Standards Act. Ensure special deductions are taken correctly from employee paychecks in accordance with State and Federal laws, answer employee questions and resolve problems and discrepancies. Notify City Clerk and Treasurer of payroll transmittals and direct deposits to all city accounts.
- Annually prepare W-9s in accordance with current Internal Revenue Service requirements.
- Reconcile Ambulance Receivables and Ambulance Cash with ambulance billing provider monthly reports. Prepare journal voucher entries. Ensure accuracy and monitor ambulance accounts going to the professional collection agency.
- Record and prepare minutes for City Council and assigned standing committees of the Council as directed.
- Provide support to the City Clerk as directed. Undertake special projects under the direction of the City Clerk.

Formatted: Normal, No bullets or numbering

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Normal, Indent: Left: 0.25", No bullets or numbering

- In the absence of Utility Billing Clerk and Utility Billing Assistant; post payments and assists with past due water payment contracts.
- Regularly monitor and improve the organization and management of office activities in order to make improvements in workflow, procedures, use of equipment and forms.
- Assist in a variety of administrative and technical duties; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.
- Maintains the permanent records of the City, including Ordinances, Resolutions, contracts, financial records and other City records in accordance with current Montana Secretary of State records management retention requirements.
- Assist in the annual audit; provide necessary information when needed.

MINIMUM REQUIREMENTS

Education (Knowledge)

- Equivalent to the completion of High School and additional advanced courses in accounting. Understand and apply generally accepted accounting principles and practices.

Experience (Skills, Abilities)

- Two years of general office and accounting experience.
- Use principles and practices of office management, record keeping
- Identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Maintain a high degree of functional ability with the payroll accounting software.
- Effectively communicate both orally and in writing; attention to accuracy, timeliness and detail; establish effective working relationships with fellow employees, supervisors, and the public and requires good organizational skills.

DESIRABLE QUALIFICATIONS

- Maintain confidential information in accordance with Montana and Federal Statutes
- Three years of increasingly responsible technical and administrative, office management, with a large employer or a governmental agency is highly desirable.
- Certified Municipal Clerk
- Specialized college course work in business administration, accounting, or a related field.

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment

Position Description: Deputy City Clerk

Page 2 of 4

Employee: _____ Date: _____
Signature