

 <p style="text-align: center;">CITY OF MILES CITY</p> <p style="text-align: center;">Position Description</p> <p style="text-align: center;"><i>Deputy City Clerk</i></p>	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.
- 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.
- 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
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand: Seldom

Sit: Often

Lift: Seldom

Noise: As would be experienced in a general office setting

Hazardous materials exposure: Never

Travel: Occasionally

Position Description: Deputy City Clerk

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Other: N/A

PHYSICAL REQUIREMENTS

Lift: Up to 25 pounds

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.

HR Director: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature