

DEPUTY CLERK/TREASURER

CITY OF POMEROY

GENERAL DESCRIPTION

The Deputy Clerk/Treasurer is the primary employee responsible for handling utility billing, accounts payable, payroll, and human resources. Other duties include, but are not limited to, assisting the public, receipting payments, assisting the Clerk/Treasurer and additional clerical duties as needed.

SUPERVISION RECEIVED

This position will be under the general supervision of the Clerk/Treasurer.

POSITION

Part-time (130 hours per month)

ESSENTIAL JOB FUNCTIONS

Utility Billing

- Set up and manage utility accounts.
- Prepare utility bills
- Monitor and analyze collections, apply late fees, issue payment reminders and disconnect notices.
- Coordinate with the city crew regarding meter readings and work orders.
- Generate utility reports for city recordkeeping.

Accounts Payable

- Set up and maintain vendor accounts.
- Process invoices for payment.
- Generate accounts payable checks.
- 1099 Reporting.
- Generate accounts payable reports for city recordkeeping.

Payroll

- Prepare monthly payroll.
- Process state and federal payroll reports.
- Generate payroll reports for city recordkeeping.

Human Resources

- Process new and terminated employees.
- Maintain personnel records.
- Manage employee benefits.

Financial/Clerical

- Assist the public regarding city provided services, including but not limited to: water and sewer utilities, dog licenses, business licenses, building permits, planning and zoning regulations, swimming pool, cemetery, and golf.
- Post cash, check, and credit card payments to the cash receipting software daily.
- Prepare the daily bank deposit & deliver to bank.
- Pick up mail from post office.
- Other clerical duties as assigned.

KNOWLEDGE AND SKILLS

- Knowledge of accounting procedures as utilized in accounts payable, payroll, and related work activities.
- Knowledge of and ability to use computer software.
- Ability to communicate effectively and courteously, both orally and in writing, to answer questions and provide information.
- Ability to work with difficult people.
- Customer service skills.
- Organizational skills.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Two or more years of professional experience working in an office setting.
- Efficient with Microsoft Office products.