

JOB DESCRIPTION

JOB TITLE: Chief Deputy Clerk Treasurer

October, 2024

Department: Clerk Treasurer
Reports To: Clerk Treasurer

O.T. Status: Hourly Non-Exempt
Subject to Drug Testing: No

Positions Supervised: None

GENERAL SUMMARY

The Chief Deputy Clerk Treasurer assists the Clerk Treasurer/HR Director in maintaining all financial records and reporting, including employee benefit administration and billing. This description outlines the essential duties and responsibilities of the position. Employees may be assigned other related tasks as needed. Reasonable accommodations may be made for individuals with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Account Reconciliation:** Manage general, Riverboat, payroll, and GRC TIF accounts for the City, as well as electric, water, and sewer accounts for Utilities.
- **Sales Tax Reports:** Maintain monthly City sales tax reports.
- **Claims and Purchase Orders:** Oversee and review all claim vouchers and purchase orders (Accounts Payable) for submission to the Board of Works for approval.
- **Reporting:** Prepare and distribute fund reports, appropriation reports, Riverboat project reports, and voucher transactions to relevant parties.
- **Manual Entries Review:** Review manual entries in Key-Fund for payroll EFTs, City sales tax, utility sales tax, and monthly transfers.
- **Check Register Reconciliation:** Reconcile all check registers with Key-Fund and close out each month.
- **Annual Financial Report:** Prepare the State Board of Accounts annual financial report.
- **Bond Documentation:** Prepare all bond documents, provide necessary information to financial professionals and the Clerk Treasurer, upload documents to Gateway, and manage bond payments per amortization schedules.
- **Budget Preparation:** Collaborate with the Clerk Treasurer and other City administrators to prepare departmental budgets and review reports for the State Board of Accounts.
- **Audit Lead:** Act as the primary contact during State Board of Accounts audits and reviews.
- **Office Operations:** Assist the Clerk Treasurer as needed and oversee general office operations.

- **Meeting Attendance:** Attend Council/BOW meetings and prepare minutes if the Clerk Treasurer is unavailable. Provide backup support for the Deputy Clerk in payroll and front desk duties.

QUALIFICATIONS

- **Education:** High school diploma required; one year of post-high school education in bookkeeping or accounting preferred. An Associate degree in accounting or a related field is a plus.
- **Experience:** Desired experience in cash management and cashier operations.
- **Age Requirement:** Must be at least 18 years old and possess a valid driver’s license with a satisfactory driving record.

KNOWLEDGE AND ABILITIES

- Strong written and verbal communication skills.
- Familiarity with accounting principles and practices in governmental and utility offices, with proficiency in arithmetic computations.
- Proficient in modern office technology and accounting software.
- Strong time management skills and the ability to multi-task effectively in a busy environment.
- State of Indiana Notary certification preferred.

PHYSICAL REQUIREMENTS

- The position involves standing, walking, bending, sitting, stooping, and crouching, along with repetitive movements such as writing and typing.
- Candidates must be physically, mentally, and psychologically capable of performing all required duties. Position requires dexterity with fingers and limbs.
- Reasonable accommodations may be able to be made to enable individuals with disabilities to perform these job functions.

WORK ENVIROMENT

Work is conducted in a busy office setting with frequent interactions with coworkers and the general public.

Employee

Date

Supervisor

Date