

Village clerk/ treasurer

Job description

June 18, 2024

The clerk/ treasurer is the chief administrative officer for the village, and is responsible to the village commission for the proper administration of the activities/ affairs of the village in accordance with legislation, by-laws and adopted policies.

Reporting to: the village commission

Direct reports: all department heads (in absence of these positions, all staff employed by the village commission)

Job requirements

Education/ experience

Post-secondary education, preference in the fields of accounting, finance or government administration.

OR

Minimum of five years' relative work experience working in an organization with an active legislative board, budgets and accounting, governance and policy documents.

Certification of license requirements

None

Other requirements

Bondable/ Criminal Records Check clearance

Proficiency with accounting software

Proficiency with MS Office applications and other office related software

Communication and interpersonal skills

Social media and website skills

Must be able to self-reliant and work without supervision

A certificate in Local Government Finance Administration or Local Government Administration would be an asset

Terms and remuneration

Anticipated hours of work: 25 hours per week, including designated public office hours, several evening meetings per month, trainings, attendance on behalf of the commission at village-related business meetings.

Remuneration - \$22 to \$24.75/ hour (as of June 2024), with potential to increase following probationary period

-probationary period after hiring is six months

Administration

As the head administrator for the village, the clerk/ treasurer will ensure the day-to-day business affairs of the village are operating in accordance with the stated goals, policies and procedures approved by the village commission. The clerk/ treasurer ensures the commission's directives are communicated to the rest of the organization and commission's policies are implemented in an efficient and effective manner. Responsible for directing and supervising the operations/ activities of the village staff, the clerk/ treasurer will develop a productive operation to ensure efficient delivery of public services approved by the village commission.

Leadership

Providing effective leadership to the commission, the clerk/ treasurer will monitor and anticipate changing circumstances affecting all aspects of operating and will ensure appropriate plans are in place. The clerk/ treasurer will bring focus to the commission by providing a sound voice of reason in deliberation. On an on-going basis, the clerk/ treasurer will provide recommendation to the commission on any changes that would improve the effectiveness or the efficiency of the structure.

Financial

The clerk/ treasurer oversees asset management, financial expenditures and budgets for the village. These duties include preparation of the annual budget, and supervising all receivables

and payables of the village. The clerk/ treasurer (when required/ or if applicable) will act on the bargaining committee for the village with respect to contracts with the bargaining unit. The clerk/ treasurer will supervise the performance of any and all contracts or agreements entered into by the village.

Specific Responsibilities (where applicable or required)

Financial

1. Direct the expenditures and collection of public funds by establishing and maintaining a computerized financial and management information system.
2. Develop financial policies and procedures in accordance with the Municipal Government Act and accepted municipal accounting principles.
3. Implement accounting controls for assurance of the reliability of financial information.
4. Perform budgeting duties, including budget preparation, expenditure review and budget administration.
5. Analyze year tax roll documents, develop a projection of tax revenues, prepare revenue reports for the consideration of the village commissioners and submit tax billing information to the appropriate officials.
6. Administer contracts, supervise the tender process, prepare reports to the village commission on tenders and supervise contract awards.
7. Supervise/ manage accounts payable activities to ensure timely and accurate payment of financial obligations. Supervise purchasing activities to ensure that purchases are made in accordance with purchasing policies and procedures.
8. Manage general accounting activities to ensure proper posting of transactions and timely closing of the books in accordance with generally accepted accounting practices.
9. Manage payroll activities to ensure timely and accurate payment to authorized employees and elected representatives, as applicable.
10. Prepare for and assist the municipal auditors in the yearly auditing function.
11. Supervise/ manage the investment of surplus funds.
12. Directly supervise all financial support staff, as applicable.
13. Specific financial duties: sign contracts as per village commission policy, issue receipts, complete bank reconciliations, perform general ledger functions, and prepare financial statements.
14. Compile and report annual federal tax remittances and tax forms.

Insurance and liabilities

1. Administrator of village insurance policies; advises village commission on insurance needs.
2. Process claims against the village, maintaining files and log of claims, and coordinate claim response and handling with village solicitor and insurance agents.
3. Ensure a high quality level of maintenance of village systems, property, vehicles and equipment; monitor and improve risk management.

Project and asset management

1. Develop and maintain lists of municipal infrastructure projects and existing assets (ie sanitary sewer, water, sidewalk, structures, firefighting, public works and park projects).
2. Develop and administer pre engineering design projects to identify financial and engineering requirements for capital projects.
3. Identify federal, provincial, municipal or other funding sources to assist with the financing of capital projects. Responsible for submitting applications/ documentation/ claims to pursue the funding.
4. Supervise the engagement of professional engineering firms to provide design, inspection and contraction administration services for the construction of municipal infrastructure projects. Obtain and maintain all permits as required.

Village clerk

1. Communicate with village residents, explaining village policies, procedures and programs. Provide advice on other government programs when necessary.
2. Draft agendas for commission meetings; prepare packets of related information; circulate in a timely fashion.
3. Record all by-laws, resolutions, decisions and other proceedings of the village commission and if requested by any village commissioner, record the vote of every village commissioner voting on any matter.
4. Record the minutes of (or supervise the taking there of) all commission meetings, or meetings of the electors and circulate them to appropriate officials. Plan and direct the safekeeping of original and certified copies of all bylaws, policies and of all minutes of proceedings of the village commission.
5. Responsible for

-Freedom of Information and Protection of Privacy Act (FOIPOP)

-Municipal Government Act (MGA)

6. Draft and supervise the placement of legal notices on behalf of the village commission.
7. Draft correspondence and reports for the village commission.
8. Research federal, provincial and municipal legislation, policies and programs and assess the impact on the village.
9. Plan and direct the maintenance, filing, safekeeping and computerization of village documents.
10. Respond to requests for information or service from the public, other municipalities, and federal or provincial officials.
11. Clerk/ treasurer attends meetings as requested by the commission and attends seminars/ conferences as approved in the annual budget.
12. Field public inquiries and direct them to the appropriate agency or, if the concerns relate to village activities, direct them to the appropriate elected representative.
13. Manage building security, including camera surveillance, key holder and access logs.
14. Research and draft new policy, standard operating procedures and governance documents for commission review; and maintain required updates and amendments.

Communications

1. Draft press releases and other forms of communication to the media.
2. Supervise and develop the village newsletter, website, information technology, social media.
3. Draft speeches for the village commission.
4. Communicate an accurate and positive image of the village.
5. Act as public relations officer in cooperation with the village commission.

Village elections

1. Acts as returning officer in the administration of village elections.
2. Supervise the counting of the ballots, prepare statement of the poll, and declare the successful candidate(s).
3. When there is a tie at an election, the clerk/ treasurer shall determine the successful candidate by lot (as per the Municipal Elections Act – MEA).

4. Supervise the official recount of the ballots.
5. Develop and conduct orientation programs for newly elected representatives.

Human resources

1. Prepares and maintains policies dealing with current human resource management. Monitor the performance, workload and the need for resources to ensure staff can achieve the objectives of their job descriptions.
2. Maintains confidential files concerned with personnel and/or policy matters.
3. Oversee the training schedules for staff, including the clerk/ treasurer, to ensure relevant and accurate information be available through training and professional development programs.
4. Responsible for yearly staff evaluations.
5. Manage the recruitment process for the village, on behalf of the hiring committee.
6. The clerk/ treasurer is responsible for the hiring and orientation of staff.