

Town of Windsor

Memorandum

September 12, 2017

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: Job Descriptions

At the last Council meeting I was asked to make some minor changes to the draft job descriptions for the Clerk and Treasurer positions.

I have made those changes and the job descriptions are attached.

This is for Council's discussion and direction.

TOWN TREASURER

GENERAL STATEMENT OF DUTIES: Performs complex professional and difficult administrative work; planning, organizing, implementing and coordinating accounting and financial services activities; coordinating work with Town Manager and department directors; preparing and maintaining files, records and reports. Performs related work as required. Work is performed under the supervision of the Town Manager.

DISTINGUISHING FEATURES OF THE CLASS: Position is a direct report to the Town Council. Oversees the management of town finances and serves as the department head for the Treasurer's department. Requires the exercise of considerable judgment in adapting work procedures to both new situations and to fast changing tasks. Interacts frequently with the public via telephone, e-mail, and in person as necessary. Much work involves matters of a confidential nature.

ESSENTIAL FUNCTIONS OF POSITION: *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Serves as department head for the Town Treasurer's office.
- Performs general accounting functions of the Town.
- Assists Town Manager and other departments with financial matters.
- Assists the Town Manager with preparation, development, implementation and monitoring of annual budget.
- Helps plan and implements capital projects budgeting and accounting procedures.
- Assists in annual updates of five-year capital improvement plan; performs long-range financial forecasts of municipal operations and provides analytical scenarios upon which funding for needs are identified.
- Oversees processing of accounts payable, payroll, water billing, real estate and personal property tax billing, and donations.
- Assesses and collects taxes, fees, and charges.
- Monitors and reconciles monthly sales tax payments received from Isle of Wight County Treasurer's office and reports sales tax collected from the sale of merchandise within the town as needed.
- Establishes and maintains policies and procedures regarding financial issues.
- Evaluates financial management operations and activities in Town departments; monitors for compliance with generally accepted accounting practices; recommends improvements and modifications, prepares and presents reports on financial management operations and recommendations.
- Coordinates the annual financial audit with external auditors; prepares the Comprehensive Annual Financial Report.
- Coordinates the annual payroll audit and any other audits such as IRS audits or federal and state audits for grants.
- Serves as benefits coordinator (fringe benefits, health insurance, retirement) for Town employees and maintains knowledge of all laws pertaining to payroll and healthcare reform.
- Issues W2s and oversees quarterly and annual filing of various state and federal reports related to accounting, financing and payroll.
- Serves as the Town's Investment Officer with the Town Manager.
- Monitors grant progress, ascertains that grant funds received are accurate and timely; oversees requests for grant reimbursements, and grant accounting and recordkeeping.
- Serves as Town's Procurement Official with the Town Manager.
- Directs the Town's risk management program concerning general liability, automotive, and property insurance coverages.
- Oversees the Town's Fixed Asset program, including financial reporting of data.
- Coordinates the month- and year-end close of the general ledger, including distributing revenue and expense reports to department directors/officers and assisting in data interpretation.

- Receives communications, inquiries and requests from citizens, employees, vendors, Town Council members.
- Attends monthly Town Council meetings and other meetings as necessary.
- Ensures that internal control procedures are maintained in accordance with State and National standard accounting principles.
- Oversees the financial information system of the Town.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Comprehensive knowledge of general statutes, laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting; ability to interpret federal, state and local policies, procedures, laws and regulations related to municipal finance; thorough knowledge of the practices, ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; comprehensive knowledge of benefits coordination including but not limited to Virginia Retirement System and health insurance; ability to operate personal computer including some knowledge of applicable software packages; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to communicate complex ideas, both orally and in writing; ability to establish and maintain effective working relationships with Town officials, other governmental officials and associates.

ACCEPTABLE EXPERIENCE AND TRAINING: Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive progressively responsible experience in public finance administration.

TOWN CLERK

GENERAL STATEMENT OF DUTIES: Serves as Clerk to Town Council. Performs complex professional and administrative tasks. Does related work as required. Work is performed under the supervision of the Town Manager.

DISTINGUISHING FEATURES OF THE CLASS: Position is a direct report to the Town Council. This is highly responsible work in the Town's administrative offices. Performs numerous varied administrative tasks to help maximize the effectiveness of the Town Manager and other Department Heads. Requires the exercise of considerable judgment in adapting work procedures to both new situations and to fast changing tasks. Interacts frequently with the public via telephone, e-mail, and in person. Much work involves matters of a confidential nature. General supervision is provided by the Town Manager.

ESSENTIAL FUNCTIONS OF POSITION:

- . Assists the Town Manager with various administrative tasks.
- . Serves as Clerk to Town Council and secretary to the Town Planning Commission and Board of Zoning Appeals.
- . Serve as Town records retention and file administration officer.
- . Respond to citizen inquiries and complaints via phone, email, or in person.
- . Assists with the preparation and administration of grants.
- . Oversee the preparation of meeting reports and packages for Town Council, Planning Commission, and Board of Zoning Appeals.
- . Records Town Council, Planning Commission, and Board of Zoning Appeals meetings via audio recordings and prepare written minutes of the meetings.
- . Prepare replies to correspondence in accordance with established procedures.
- . Type correspondence, reports, accounting and statistical tables, and miscellaneous material.
- . Review and route incoming mail for Town Manager and Town Council.
- . Maintain cross-referenced office files and a variety of other records.
- . Prepare and oversee utility billing
- . Process payments for utility bills, taxes, and other payments made to the Town.
- . Process work orders
- . Assists with preparation for Town events.
- . Proofreading all Town correspondences.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Thorough knowledge of office terminology, procedures, and equipment; ability to write clear and concise reports, memoranda, and letters; good knowledge of elementary bookkeeping; ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to get along well with others; strong clerical aptitude to include a thorough knowledge of Microsoft office systems; good judgment, tact and courtesy; ability to get along well with associates and public while working as part of a team to promote a positive organization image. Possess the ability to work under deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING: Extensive clerical and administrative experience and any combination of education and/or experience equivalent to graduation from an accredited business school, college, or university with major course work in business administration or related field.