

POSITION: TOWN CLERK/TREASURER

**TOWN OF THOMSON
POSITION DESCRIPTION**

POSITION: Town Clerk / Treasurer

BOARD APPROVED: July 11, 2024

REPORTS TO: Town Board

STATUS: Full-time, Hourly Wage
40 Hours per week
Exempt

PURPOSE AND SCOPE

The primary purpose of the position is to perform administrative and supervisory work as defined in MN Statutes 367.11 and 367.16 to coordinate Town operations, manage financial and accounting functions, personnel administration, payroll processing, and administer Town elections. Serves as custodian of the Town's seal and records. Provides administrative assistance to the Town Board and Town departments.

In addition to Statutory duties (attached), the requirements listed below are representative of the knowledge, skill and/or ability required and may not include all duties performed by the individual. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

ESSENTIAL DUTIES AND RESPONSIBILITIES IN THE ROLE OF CLERK

- Attends regular Town Board meetings and other meetings as scheduled.
- Required to inform Town Board Supervisors of all matters affecting the Town's operations and staff.
- Transcribes meeting and public hearing minutes for the Town Board, Planning and Zoning Commission, and Board of Adjustments and Appeals.
- Develops agendas for Town Board meetings, working with staff, Board Supervisors, residents, and contractors and provides copies of agendas and supporting documentation to Board Supervisors prior to meetings.
- Conducts research to aid the Board Supervisors in making informed decisions.
- Supervises all office personnel, recycling shed attendant and janitor.
- Performs annual performance reviews for staff.
- Administers local elections in accordance with State and County requirements which includes:
 - Acting as or appointing another to act as head election judge; Ensuring all election judges have attended the required training sessions; Scheduling election day staffing, making sure party affiliation requirements are met.
 - This includes Presidential Primary, Primary and General elections and special elections as needed.
 - Maintaining election results.
- As a member of the Personnel Committee, administrative involvement with hiring and firing of employees under the direct involvement of the Town Board. This includes advertising open positions, reviewing applications, scheduling interviews, developing interview questions, performing background/reference checks, and scheduling pre-employment physicals if needed.
- Provides new employees with benefit information, enrolls new employees in all benefit programs they are entitled to, completes required new hire reporting.
- Makes policy and pay recommendations to Personnel Committee and responsible for all personnel records.
- Develops and updates job descriptions for approval by Board Supervisors.

POSITION: TOWN CLERK/TREASURER

- Coordinates group benefits, including group insurance policies, works with benefit providers to determine best options for employees and the Town.
- Is a member of the Planning and Zoning Commission and advises the Town's Zoning Official as questions arise.
- Certifies tax levies, property assessments and delinquent charges to the County Auditor.
- Provides Notary Public services to the Town and Town residents.
- Completes special projects and tasks as directed by the Town Board.
- Responsible for all federal, state, county, and local government mandatory reporting.
- Other duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES IN THE ROLE OF TREASURER

- Maintains all financial records and assists with financial matters related to consultants.
- Makes on-time payments for amounts owed by the Town and assures adequate funds are available to pay outstanding checks.
- Responsible for working with department heads to develop annual budgets for approval by the Town Board Supervisors.
- Prepares Annual Statement / Financial Report
- Responsible for working with Board Supervisors and staff to prepare levy for review and approval at Annual Meeting.
- Responsible for annual financial audit.
- Reconciles monthly bank statements.
- Provides monthly reports of receipts and fund balances to the Town Board.
- Receives payments received by the Town, records in CTAS, and prepares weekly/bi-weekly bank deposits.
- Secures funding for projects and large purchases either through bonding process, certificates of indebtedness or other means.
- Collects time sheets from all employees and processes all payroll (10 employees bi-weekly, 12 employees monthly, 30 firefighters annually, election judges as needed)
- Responsible for submitting timely employment tax payments, retirement payments, deferred comp payments, and employee union dues.
- Files all quarterly and annual employment reports (941, MW-1, Unemployment, Federal and State W-2, MW3, 1099, 1096, PERA exclusion report)
- Other duties as needed.

POSITION: TOWN CLERK/TREASURER

Must also be able to perform the following duties:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office practices and procedures
- Knowledge of payroll processing and reporting
- General knowledge of operation and upkeep of office equipment
- Knowledge of applicable work safety standards and/or first aid measures
- Good verbal and written communication skills
- Good organizational skills
- Ability to plan, prioritize, schedule and complete tasks with little supervision.
- Ability to present oneself in a favorable manner and work well with the public.
- Ability to handle difficult or stressful timelines and situations.
- Ability to maintain confidentiality.
- Ability to keep good records.
- Ability to contribute to a friendly, small office atmosphere.

ADDITIONAL REQUIREMENTS

- Ability to read and understand written correspondence, memos, and equipment manuals.
- Ability to communicate with co-workers, supervisors, and the general public.
- Ability to promote teamwork through communication, motivation, and cooperation.
- Ability to carry out instructions.

MINIMUM REQUIREMENTS

- High School Diploma or GED with course work in accounting/bookkeeping
- Three years previous experience with emphasis in accounting/bookkeeping
- Previous experience in customer service-oriented field
- Valid Class "D" Driver's License
- Ability to lift / move 25 pounds occasionally.

DESIRABLE QUALIFICATIONS

- Previous experience in a similar position in municipal government is preferred.
- Post secondary course work in accounting/bookkeeping, secretarial, or office administration.
- Hold or be able to obtain within 3 years of employment Minnesota Certified Municipal Clerk Certification
- Previous experience with CloudPermit and/or Tyler Technologies software
- Previous supervisory experience