



TITLE: DEPUTY CITY CLERK
DEPARTMENT: GLENWOOD CITY HALL
REPORTS TO: CITY ADMINISTRATOR
FLSA: NON-EXEMPT

JOB SUMMARY

Under the supervision of the City Administrator, this position performs responsible administrative and routine financial support duties. The Deputy Clerk maintains municipal documents and various City records and has substantial public contact regarding City ordinances, policies, services, and procedures. Work assignments are prescribed by Iowa law, City ordinances, the governing body, and the City Administrator. The Deputy Clerk handles confidential documents and supports administrative, financial, and planning functions, including invoicing, accounts payable and receivable, payroll, deposits, budget recordkeeping, and Planning and Zoning. The Deputy Clerk is expected to exercise considerable independence and personal discretion in conforming with City ordinances and policies.

ESSENTIAL JOB FUNCTIONS

The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

FINANCIAL FUNCTIONS

1. Process accounts payable, including account coding, claims, invoices, payments, and related records.
2. Maintain accounts receivable records, including preparation and recording of invoices, statements, receipts, and related records.
3. Prepare invoices for City departments as needed and maintain related billing records.
4. Receive and receipt payments by cash, check, or electronic payment in accordance with City procedures.
5. Balance daily collections and prepare deposits and supporting documentation.
6. Process payroll and routine payroll reporting, including payroll reconciliations, employee deductions, and preparation of supporting records.
7. Assist with entry and maintenance of the annual City budget and amendments in the City's financial system and maintain supporting budget records for ongoing monitoring.
8. Assist with monthly bank and account reconciliations and prepare supporting documentation for review.
9. Assist with routine general ledger maintenance, including preparation of journal entries, account adjustments, trial balances, and supporting financial records for review as appropriate.
10. Assist with compiling financial information and preparing supporting schedules for required financial reports, budget monitoring, and the City's annual financial audit.

CLERICAL / ADMINISTRATIVE FUNCTIONS

1. Issue licenses and permits authorized by the Code of Ordinances.
2. Attend, manage, and prepare Agenda and Minutes for Planning and Zoning meetings monthly.
3. Communicate with Board members, prepare, post, and send out Agendas for Cemetery, Park Board, and Planning and Zoning meetings monthly.
4. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee, and City information and records.
5. Create and manage Campsite Reservations and Park Shelters.
6. Assist in the drafting of proclamations, resolutions, and ordinances as instructed.
7. Provide administrative support to the Planning and Zoning, City Administrator, and other City officials as needed.
8. Receive and distribute incoming mail and general City communications to the appropriate staff as needed.
9. Update and maintain the City's website, and social media websites as needed.
10. Process Cemetery deeds and manage burial reports.
11. Provide copies of records in accordance with applicable open records laws.
12. Create and manage pool memberships and purchase concession supplies.
13. Back up the City Clerk with designated cross-trained duties and perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

1. Modern municipal administrative methods and procedures, organizations, and functions.
2. Research techniques, sources and availability of information, and methods and principles of report presentation.
3. Basic bookkeeping and accounting practices.
4. Accounts payable, accounts receivable, payroll, banking, and financial recordkeeping.

Skills

1. Handle stress effectively without it interfering with performance.
2. High attention to detail.
3. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
4. Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
5. Communicate clearly and effectively, both orally and written.
6. Work independently, meet deadlines, and make decisions on procedural matters with minimal or no supervision.
7. Accurately enter and maintain financial information, perform routine calculations, and identify discrepancies.

Abilities

1. Plan, organize, and participate in the services and activities of the City Hall's Office.
2. Participate in the development and administration of department goals, objectives, and procedures.
3. Identify and respond to community and City Council issues, concerns, and needs as needed.
4. Interpret and apply federal, state, and local policies, laws, and regulations.
5. Attend evening or weekend meetings as required.
6. Maintain automated record keeping systems.
7. Establish and maintain highly effective working relationships with the Mayor, City Council members, other elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of work.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, and type; reach with hands and arms; talk or hear for long periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to view computer screens for long periods of time, and work in fluorescent light conditions. The noise level in the work environment is usually moderate to low.

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION

- High school diploma or equivalent.
- Associate of Arts degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field; or an equivalent combination of education and progressively responsible accounting or financial management experience.
- Minimum of two years of bookkeeping, accounting, payroll, financial recordkeeping, or related office experience; or an equivalent combination of education and experience.
- Must possess a valid driver's license.

PREFERRED EDUCATION/EXPERIENCE/CERTIFICATION

- Experience in municipal or governmental accounting.
- Experience with accounts payable, accounts receivable, payroll, and financial software.
- Experience working in a municipal or public-sector office environment.