



JOB TITLE: City Clerk

DEPARTMENT: Administration

SUPERVISOR: City Administrator

STATUS: Full Time (Non-Exempt)

BENEFITS: Health Insurance, Health Savings Account (HSA), Public Employees Retirement Association (PERA), Vacation, and Sick Leave.

SCOPE OF WORK: The City Clerk provides administrative support services and assistance in support of the City of Renville operations. Must receive and safely keep all City finances in accordance with the City Charter. This position works closely with the office of the City Administrator in developing and implementing financial management systems, financial planning, and investment strategies. Must attend Council and Committee meetings when needed.

MAJOR AREAS OF RESPONSIBILITY:

- Receive and safely keep all city finances, sinking funds & investments, bonds, record receipts and disbursements, maintain accounts, balance accounts, print checks and pay bills
- Performs internal audit functions with administrative staff and department heads
- Provides year-end statements to the City Administrator
- Provides monthly financial statements to the City Administrator
- Other duties as assigned by the City Administrator
- Cross training, as needed or as assigned by the City Administrator
- Cross training in utility billing process
- Maintain all utility accounts
- Prepare all daily bank deposits for the General Fund
- Human Resources support – New employees, Health Insurance, Employee Notices
- Fire Department – Annual contracts, billing, collections for fire services
- Safety Maintenance – DOT information for the Public Works Department & Safety Training for staff
- Prepare payroll – Paychecks, Payroll taxes, Unemployment, PERA
- Lead the City budget process
- Public & Community Relations

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of fund accounting, billing practices and procedures
- Knowledge of City ordinances, resolutions, policies, laws, rules, and regulations affecting City government
- Ability to keep accurate and complete records and files
- Ability to prepare a variety of financial reports
- Answers telephone calls and provides information or refers as appropriate

DESIRED QUALIFICATIONS:

- General ledger accounting or bookkeeping experience preferably in a government setting
- Clerical experience including Microsoft Office
- Public & Community Relations

WORKING CONDITIONS:

- Report to the City Administrator
- General office conditions

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.