

Updated 8/17/18

**Position:** Deputy City Clerk-Treasurer  
**FLSA Status:** Non-Exempt  
**Job Status:** Fulltime/Medium Duty – reports to City Clerk, Treasurer  
Work hours: 8 am – 5 pm

**Essential Duties Required**

- Assist City Clerk, Tr. in performance of his/her duties and to perform all the duties in his/her absence
- Reconcile monthly bank statement
- Process claims upon council authorization
- Posting of accounts receivable
- Maintain yearly audit worksheets
- Responsible for preparation of Quarterly Rural Fire bills, submit to State the Quarterly Vehicle Fuel Tax refund report, annual billing to Freeport Water District per 28E agreement, annual snow removal bills
- Assist with preparation of Board and Commission minutes as directed and possible attendance at said meetings
- Weekly deposit and reconciliation of accounts receivable

**Additional Duties Required:**

- Maintain filing system
- Assist with Laserfische records management system
- Submit council minutes, claims list and ordinances for publication
- Certify street assessments to County Treasurer and submit special assessment to County Auditor
- Submit annually ordinances to be codified, and update code books
- Assist billing clerk in his/her absence or as needed
- Oversee collection of all accounts receivable

**Skills, knowledge and Abilities Required:**

- Possess working knowledge of Iowa Fund accounting as required by law and the council.
- Knowledge of the principles and methods of public administration, public finance and municipal government
- Ability to train employees
- Ability to establish and maintain effective relationship with other administrators, employees, civic and special interest groups and general public.
- Must have knowledge of city financial, payroll and utility billing software programs.
- Ability to make clear and accurate decisions in times of emergencies and high stress situations.

**Working Conditions:**

- Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently.
- The Administrative Office is located in a handicapped accessible building being on one level. Work requires employee to move about a lot in the performance of his/her duties. Position may require sitting for long periods of time.

**Minimum Qualifications:**

- Associates degree in accounting, administration or related field or
- 5 years' experience in accounting, administration and related office work
- 5 years' experience in city government fund accounting preferred
- Ability and willingness to obtain Iowa Certified Municipal Clerk certification
- Ability and willingness to obtain Iowa Certified Municipal Finance Officer certification

**Work Environment:**

- Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently.
- The Administrative Office is located in a handicapped accessible building being on one level. Work requires employee to move about a lot in the performance of his/her duties. Position may require sitting for long periods of time.

***The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.***

***Position is subject to post-offer, pre-employment drug testing and physical exam.***

***Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.***

***The City places a high premium on its' image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah***