

City of Barnwell
City Clerk & Treasurer

Job Title: City Clerk & Treasurer

Department: Administration

Reports To: Administrator/City Council

FLSA Status: Exempt

Prepared by: Administrator

Prepared Date: 06/15/23

Approved By: Admin

Approved Date:07/01/2024

Summary Appointed (hired) and confirmed by the city council. Works under the direction of the Administrator and council. Performs a variety of routine and complex supervisory, clerical, and accounting, finance and administrative work involving custody and safekeeping of City funds and monies, accounting records, and public records conforming to the City and State laws.

Principal Duties and Responsibilities:

- Understands and complies with all duties of a city clerk/treasurer for a code city form of government in the state of South Carolina.
- Prepares annual budget along with the Administrator. Monitors actual revenues and expenditures in accordance to the adopted budget for all funds. Prepares budget amendments as needed.
- Supervises the billing and collection of water, refuse and sewer service charges, special assessment charges, licenses and miscellaneous account charges.
- Assists Administrator in updating municipal code.
- Serves as custodian of official city records and public documents; performs certification and arrange recording of legal documents and other records; attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring city certification; maintain tapes, certain public hearings, label, store and record in book; file all city records.
- Provides public records and information to citizens, civic groups, the media and other agencies per public disclosure regulations.
- Provide public information on city codes, ordinances, council meetings and council action taken.
- Assists Administrator in the preparation and advertising of city council meeting agendas and legal notices of council public hearings and special meetings.
- Attends all regular and special city council meetings and study sessions.
- Prepares council minutes using proper legislative terminology, grammar and business writing, and updates minute books.

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Prepares reports for council meetings as directed.
- Communicates with public and staff on council actions as directed.
- Provides support for council committees and attends meetings as needed.
- Performs and/or assists subordinates in performing duties; adjusts errors and complaints.
- Administers contracts and agreements with private and public entities.
- Develop ordinances, resolutions and proclamations as needed or as directed. Obtain signatures, publish in newspaper and file originals.
- Oversee balancing and accounting of Utility Clerk cash drawers, including receipts and cash.
- Oversee budget
- Codes receipts, reconciles cash and keeps records as needed to verify cash balances.
- Reconciles bank statements.
- Maintain auxiliary cash controls for balancing and other related accounting activities.
- Reconcile general ledger to various reports.
- Maintain accounts receivable records and performs necessary follow-up on collections.
- Oversee account payable procedures.
- Maintain investments for all funds, purchase and withdraw investments as needed.
- Reconcile investment statement with investment reports.
- Prepare monthly and quarterly financial reports.
- Prepare annual financial report, work with state auditors during periodic audits of city's finances, procedures and policies.
- Administers utility billing procedures and supervises distribution and collection of utility bills, payments and adjustments.
- Administer the issuance of municipal licenses, including business licenses, various regulatory licenses as assigned, etc., in accordance with applicable city ordinances and other regulations.
- Communicates official plans, policies and procedures to staff, mayor/council and the general public.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Researches issues for compliance with state and local laws and the state auditor.
- Manages computer operations and programming to utilize computer equipment and software in most effective manner.
- Supervises clerical and other staff as designated by Administrator and council.
- Assumes additional management and supervisory duties and responsibilities as may be assigned.

- Other duties as assigned.

Peripheral Duties:

- Attend seminars, workshops and meetings related to City Clerk/Treasurer duties and responsibilities.
- Accept claims for damages and other legal papers served on the city.
- Provides clerical and/or technical support to other staff and city personnel as required or needed.

Knowledge, Skills and Abilities:

- Working knowledge of the principals and practices of modern public administration.
- Extensive knowledge of office practices and procedures.
- Knowledge of modern records management techniques, including legal requirements of recording, retention and disclosure.
- Working knowledge of computers.
- Working knowledge of governmental accounting principals and practices. (GFOA)
- Knowledge of applicable federal, state, and local law, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Skill in operation of office equipment.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to plan, organize and supervise assigned staff.
- Ability to plan, organize and direct operations of the city clerk/treasurer.
- Ability to maintain confidentiality of politically sensitive materials and information.
- Ability to work independently with little direction.
- Ability to research, analyze, interpret, organize and report on data.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Ability to perform arithmetic computations accurately and quickly.

Education and Experience:

- The City Clerk/Treasurer must possess the abilities and aptitudes to perform each duty of the position proficiently. In order to qualify for the position an applicant must have demonstrated knowledge of generally accepted accounting principals, the GFOA accounting system, and relevant South Carolina statutes affecting governmental entities. The city clerk/treasurer must have the ability to maintain effective communications with various officials and agencies as well as the public; excellent

communication and supervision/leadership skills; ability to deal with the public courteously, tactfully and professionally and have familiarity with general office equipment and computer systems.

- Minimum educational background is an associates or bachelor's degree in public administration, business administration or accounting, and/or an applicable combination of experience and education. Certification as a municipal clerk may be considered as equivalent to the bachelor's degree requirement when combined with an appropriate two-year degree. A successful clerk-treasurer applicant should have three years of progressively responsible experience in municipal government operations or private business operations preferably including two years of either municipal management or comparable business management experience.

Certificates, Licenses, Registrations:

- Valid SC Driver's License.

Tools and Equipment Used:

- Typewriter, calculator, copy machine, personal computer, fax machine, telephone, and other office equipment.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is often required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel; talk or hear. The employee is not often required to climb or balance. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.
-

Background Investigation and Employment Drug Testing:

- Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.