

**JOB TITLE:        City Recorder**

**JOB SUMMARY:** This employee is responsible for a broad range of administrative, accounting and support services under the direct supervision of the Mayor and the authority of the City Council. The employee is responsible for managing all financial aspects of the City. The employee is responsible for the preparation of resolutions/ordinances, preparation of the council and work study agendas, the recorder of meeting minutes and preparation of the formal minutes for all council and work study meetings. Additionally, this employee is responsible for the cash management functions and the electronic transferring of City funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Responsible for managing all financial aspects of the city either directly or through support personnel.
- Acting custodian of records for all open records requests;
- Responsible for the generation and presentation of resolutions/ordinances to the City Council and generation and maintenance of all agendas and minutes of the meetings of the governing body;
- Preparation and dissemination of council and work study meeting agendas, documents (Resolutions, Ordinances, Minutes, etc.);
- Acting Recorder for all Council Meetings, Work Study Meetings, Beer Board Meetings and Special Call Meetings;
- Provide Cash Management Function and the Electronic transfers of funds;
- Assist mayor with budget preparation;
- Handle Property and Liability insurance claims;
- Prepare monthly sales tax reports and payments;
- Prepare and post general ledger journal entries and other account
- Working closely with auditors;
- ting functions as needed;
- Issue and maintain registration and fee compliance for alcoholic beverage policies;
- Responsible for monthly bank reconciliations;
- Responsible for closing the month and year;
- Responsible for payroll and HR related task;
- Act as the Title VI Coordinator;
- Develops policies and procedures to effect a sound and centralized purchasing program.
- Responsible for centralized purchasing program; assists department heads with preparing specifications; advertises and solicits complete bids; summarizes bid information and makes recommendations to the Mayor and City Council;
- Obtains necessary approvals and issues purchase orders or awards contracts for the procurement of goods and services;
- Daily issues purchase orders and monitors purchasing request for compliance with City procedures;
- Act as the Tax Collector;
- Other related duties may be assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of finance and management techniques and practices;
- Knowledge of office procedures, including methods and equipment used and related software;
- Advanced skills in Microsoft Office Excel and Word, data entry and use of a ten-key calculator;
- Strong organization skills and ability to work effectively with minimum supervision;
- Skilled active listener with ability to read with understanding and speak and write clearly and effectively;
- Ability to learn and accurately use applicable computer programs/software and office equipment including fax, scanner, copier machine, etc.;
- Ability to communicate effectively both verbally and in writing;
- Ability to work under pressure and deadlines with frequent interruptions and minimum supervision;
- Must have strong work ethic and excellent work and attendance records.

**EDUCATION and/or EXPERIENCE:**

- A bachelor's degree in Accounting and/or Business Administration, and
- 7+ years of accounting, finance and supervisory experience; OR
- A combination of education, training and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.
- Must have ability to become CMFO (Certified Municipal Financial Officer) within two years of assuming position.
- Must have the ability to be bonded;

**LICENSES & CERTIFICATIONS:** Valid driver's license.

**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.

The employee is regularly required to see, hear and talk and perform the physical activities marked below:

Check Applicable Activities	Activity	Check 1 column for Frequency of Occurrence		
		Occasionally < 1/3 of the time	Frequently 1/3-2/3 of the time	Regularly >2/3 of the time
X	Standing	X		
X	Walking	X		
	Climbing: Stairs &/or Ladders			
X	Sitting			X
	Balancing			
X	Bending/Stooping/Kneeling	X		
X	Twisting	X		
X	Squatting	X		
X	Grasping/Squeezing			X
X	Repetitive movements w/hands			X
X	Reaching/working overhead	X		
X	Lift &/or carry up to 25 lbs.	X		
X	Push &/or pull up to 25 lbs.	X		