

TOWN CLERK/FINANCE OFFICER JOB DESCRIPTION

TOWN CLERK

- Prepare Town agenda, other committee agendas, assure they are posted
- Assemble Town council materials, and packets
- Assemble and copy planning board material
- Record minutes of Board and Planning Board meetings
- Maintain and preserve all Town records
- Validate official documents, posting of official notices, ordinances and advertisements.
- Generate correspondence
- Custodian of Town Seal
- Order all supplies
- File and store all documents
- Type ordinances
- Answer all phone calls
- Assist public with information, reports etc.
- Assist with safety training of employees and maintain safety records
- Assist Mayor and Aldermen, attend meetings
- Type and maintain policies and plans for Town
- Attends yearly and semi-yearly academies to obtain CMC

FINANCE OFFICER

- Records papers with Federal, State and Local Governments, (monthly, quarterly, semi annually, annually)
- Assistant of Festival duties (applications, monies, contracts)
- Prepare Budget
- Finance policies and procedures
- Maintains cash control
- Maintains General ledger
- Prepare and reconcile bank statements
- Purchasing agent
- Records & enters all transactions in to accounting system
- Financial statements
- Assist with annual audit
- Accounts payable
- Accounts receivable
- Prepare deposits and makes deposits
- Issue receipts and collects Traffic Ordinance Citations
- Maintains citation file
- Employee files
- Administer benefits

- Payroll-calculate, and print checks, direct deposit
- Prepares payroll reports
- Prepares W4's
- Prepare and print W2's
- Workers Compensation renewal and file and maintain claims
- Property and liability insurance renewal, maintain, record and file changes
- Health Insurance
- Attends classes with UNC School of Government to obtain CFO