



# Riley Township

## JOB DESCRIPTION

### DEPUTY CLERK

The Deputy Clerk's primary objective is to provide functional support to the Township Clerk and be responsible for all statutory duties and other activities in accordance to MCL 41.69. In case of the absence (not due to resignation), recall, sickness, death, or other disability of the clerk, the Deputy shall possess the powers and perform the statutory duties of the Clerk, except the Deputy shall not have a vote on the Township Board.

Payrate: \$ \_\_\_\_\_ per \_\_\_\_\_ (as approved annually by the Township Board)

Classification:  Exempt

- Reports directly to Township Clerk

#### Knowledge and Abilities:

- a) Ability to comprehend written and verbal communication to prepare reports, take meeting notes, and to compose correspondence using proper rules of grammar, spelling, and punctuation.
- b) Ability to manage Township records and Clerk office with efficiency and accuracy.
- c) Works well with people in tactful, professional and diplomatic manner, maintaining employee, agency confidentiality of all non-public records.
- d) Exercise judgement and discretion when making reports and answering correspondence.
- e) Good typing skills and knowledge of word processing computer applications.
- f) High level of organizational skills.
- g) Effectively communicate and take direction from others.
- h) Ability to perform tasks involving physical activity which may include long periods of sitting, standing, reading, multiple interruptions and stimuli.

#### Qualifications:

- ✓ High School Diploma or equivalent
- ✓ Associates Degree or higher
- ✓ One year office experience preferred

#### Requirements, Essential and Statutory Functions:

- 1) **Oath:** Shall take an oath of office and file the oath with the Clerk.
- 2) **Surety Bond:** Must hold a of \$10,000 minimum as Public Official.
- 3) **Annual Budget Hearing Notice:**
  - a. Prepare and post at both Township Office and Township Hall notice box locations.
  - b. Mail Annual Budget Hearing Notice with December property tax notices.
  - c. Publish Annual Budget Hearing Notice in approved newspaper.
- 4) **Website:** Post all Public Notices, approved minutes, ordinance adoption/amendment for public access.



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- 5) **General Ledger:** Maintain Chart of Accounts in all township software systems.
  - a. Produce monthly, quarterly, and annual financial statements for the Township Board regular meetings.
  - b. Post journal entries for accounts payable, payroll, revenue, bank transfers and adjustment for corrections when needed.
  - c. Prepare documents, records and financial statements for annual audit review.
- 6) **Reconciliations:** Completed monthly to review for accuracy and make adjustments as needed.
  - a. Bank Statements against Cash Fund accounts
  - b. Accounts Payable and other Liability accounts
  - c. Trial Balance accounts for each Fund
  - d. Quarterly & Annual Tax Liability and Reporting to State & Federal agencies
- 7) **Accounts Payable:** Process claims every 10 days for timely payments according to procedure.
  - a. Review each invoice for accuracy, outstanding balances, and remedy any discrepancies prior to processing. Only original invoices received by U.S. postal mail or by e-mail to the Clerk's office will be accepted and processed for claims.
  - b. Attach all substantiation as appropriate to each claim: original invoice, receipt, check request, purchase order, work order, signed contract or agreement.
  - c. Prepare Warrants for approved claims and submit to Clerk for signature.
  - d. Prepare and reconcile annual 1099 reporting.
- 8) **Payroll:** Process monthly payroll according to procedure.
  - a. Review each employee timesheet for accuracy and remedy any adjustments or corrections to be made prior to processing.
  - b. Prepare report and warrant for Retirement Benefits from payroll deductions.
  - c. Monitor quarterly and annual tax filings with appropriate Federal and State agencies.
  - d. Monitor quarterly and annual reports to State Unemployment Agency.
  - e. Prepare and reconcile annual W-2 reporting.
- 9) **Tax Certificates:** Deliver L-4029 Tax Certificates to County Clerk by September 30<sup>th</sup> annually.
- 10) **Elections:** Conduct election duties as assigned by Clerk.
  - a. **Qualified Voter File:** Process, update and maintain **Voter Registration** records.
  - b. **Absentee Voter Ballots** Process requests for Permanent AV List, Applications for AV Ballot, and mailing of AV Ballots.
- 11) **Township Records:** Maintain **custody of township records and Clerk's Office** with efficiency and accuracy.
- 12) **Other Duties:** Completed as assigned by Clerk as needed.

I, \_\_\_\_\_, understand that the position of Deputy Clerk is an **AT-Will** appointed position at the discretion of the Township Clerk. I have read and understand this job description and have had the opportunity to discuss the above criteria with the Township Clerk.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_