



## TOWN OF INTERLACHEN EMPLOYMENT JOB DESCRIPTION

**DEPARTMENT:** Town Office

**LOCATION:** Town Office located at 311 Atlantic Avenue

**JOB TITLE:** Town Clerk

**REPORTS TO:** Town Council

**TYPE OF POSITION:**

**Hours:** 40 /week

Full-time       Part-time (less than 30 hrs)       Contractor       Exempt       Nonexempt

**GENERAL DESCRIPTION**

The Town Clerk position is administrative as well as substantive (i.e., a working supervisor who shall work as many hours as needed to fulfill his/her obligation in this position) and performs a variety of budgetary, financial and payroll functions. Set-up and maintain vendor W-4s, 1099s, etc. Handle all accounts payables. Maintain all financial records, prepare an annual budget and maintain such budget accounting records as required to assure compliance with the annual budget approved by the Town Council. Submit a financial report to the Town Council at its regular Town Council meeting. Recommend banking practices and procedures upon advice of the Auditor and open/close only those bank accounts authorized by the Town Council. Process payroll and maintain payroll files. Review invoices for accuracy before disbursement of checks. Shall be the purchasing agent for the Town. Maintain and provide for the security, preservation and public accessibility of the official records of the Town. Maintain all Personnel records. Maintain and reconcile time and attendance. Supervise all clerical employees. Liaison between the Council, Mayor, other government agencies, Town Attorney, supervisors, employees, boards, and the media. Attend all regular Town Council meetings and such other meetings related to the business of the Town as the Council directs. Serves on the Town's Emergency Management Team and performs other duties as required. **NOTE: These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position. All Town employees will be subject to random drug testing.**

**KNOWLEDGE, SKILL AND ABILITIES**

- 2-4 years of progressively responsible accounts payable, budgeting, finance and/or accounting experience.
- Good knowledge of office and administrative procedures.
- Good organization, time management and administrative skills.
- Good interpersonal, oral, analytical and written communication skills.
- Good knowledge of Peachtree Accounting Program.
- Ability to learn the functions of other Town departments.
- Ability to work with the public in a courteous manner.
- Ability to work in a detail oriented environment.

**EDUCATION REQUIREMENTS**

- High School Diploma or GED.
- A combination of experience, training and education which provides the required knowledge, skills and abilities.
- Must be able to pass: drug test, physical, and a criminal history background check.
- Must be able to hold & maintain valid driver's license.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

Work in general office environment, be on call at all times, work flexible hours and reports to the Town Council.

**REVIEWED BY:**

**APPROVED BY:**

**DATE POSTED:**

**DATE HIRED:**