

## JOB DESCRIPTION, TOWN OF LITTLETON

### TOWN CLERK/FINANCE OFFICER/TAX COLLECTOR

#### GENERAL STATEMENTS OF DUTIES – TOWN CLERK

Performs administrative and support tasks for the Board of Commissioners and Mayor.

#### DISTINGUISHING FEATURES OF THE CLASS – TOWN CLERK

An employee in this class serves as the Town Clerk and provides support to the Commissioners and the Mayor. Work includes preparation and compilation of agenda materials, taking minutes and doing follow-up on Board actions; assuring that all legal requirements for Board actions are followed and records are kept accordingly; and performing administrative support, secretarial, and other tasks for the Commissioners and Mayor. Work requires an understanding of the legal requirements for a Town Clerk and a thorough knowledge of Town programs, activities, and operations and skill in handling sensitive information, data, and materials in a professional manner. Independent judgment and initiative are required. Work is performed under the supervision of the Mayor and is reviewed through observation, conferences, deadlines, and compliance with legal and statutory requirements.

#### DUTIES AND RESPONSIBILITIES – TOWN CLERK

Coordinates with Mayor the preparation of materials, agenda, and written documents for Town meetings.  
Assembles and distributes Commissioner agenda packets, places any required advertisements or notices for the Board.  
Attends Commissioner meetings; takes minutes, files records and minutes as required by law.  
Composes ordinances, resolutions, and other written documents as requested for the Commissioners.  
Arranges meetings, schedules appointments, and handles correspondence for Mayor and Commissioners.  
Attends staff and Commissioners retreats, workshops, and public sessions related to job duties.  
Maintains roster of terms of boards and commissioner members.  
Affixes and verifies legality of documents for Council.  
Locates ordinances, policies, rules and regulations for a variety of people; provides copies; answers questions or refers to the proper Town official.  
Performs related duties as required.

#### GENERAL STATEMENTS OF DUTIES – FINANCE OFFICER

Performs technical accounting functions for the finance operations in the Town.

#### DISTINGUISHING FEATURES OF THE CLASS – FINANCE OFFICER

An employee in this class is responsible for a variety of paraprofessional accounting tasks involving journal entries, payroll, reconciling bank statements, handling the accounts payables, assisting with year end audit procedures, generating a variety of financial reports, handling purchasing requests, and performing related fiscal duties. The employee also provides paraprofessional and professional fiscal analysis and reporting. Work includes generating a variety of records and reports, other accounting duties, and generating spread sheets and graphics on fiscal matters. Work is performed under regular supervision and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

## DUTIES AND RESPONSIBILITIES – FINANCE OFFICER

Posts or oversees daily transactions, journal entries, amendments, deposits, disbursements, and other documents to the general ledger; reconciles monthly bank statements.

Prepares various financial reports, tax reports, and other reports required by supervisor, State, or other external agency.

Oversees the processing of accounts payable and checks for paying bills and invoices

Oversees the processing of utility billing and collection.

Processes purchase orders; checks for appropriate line item and budget authorization; enters encumbrances into budgetary accounting data base; researches inquiries regarding purchase orders, requisitions, payments, and other accounting issues.

Performs various posting, printing, and calculating of accounts for month and year end closing, budget figures, and budget amendments.

Reviews and verifies time sheets; prepares payroll checks; performs payroll reporting such a FICA, tax withholdings, deferred compensation, retirement, W-2s, etc.

Analyzes different accounts for estimate of new budget figures, assists with budget preparation and proposes budget amendments.

Maintains accounts payable records and files.

Provides records necessary for the annual audit and prepares the Management Discussion and Analysis for inclusion in annual audit.

## ~~GENERAL STATEMENTS OF DUTIES – TAX COLLECTOR~~

~~Perform responsible fiscal and administrative duties in the collection of taxes for the Town.~~

## ~~DISTINGUISHING FEATURES OF THE CLASS – TAX COLLECTOR~~

~~An employee in this class is responsible for administering the tax collection program; developing and implementing programs to collect delinquent taxes; coordinating tax billings with the county and handling more complex inquiries regarding taxes. Work requires use of independent judgment and initiative and considerable knowledge of state laws regarding ad valorem tax collections in North Carolina. Taet, courtesy, and diplomacy are required in the frequent public contact functions, especially in complaint resolution. Work is evaluated through conferences and by review of records and reports to determine the effectiveness of collection methods; legal compliance with applicable statutes, and independent audit of the financial records.~~

## ~~DUTIES AND RESPONSIBILITIES – TAX COLLECTOR~~

~~Administers a program for the collection of current and delinquent taxes, payments, and general inquiries in support of the municipal tax program.~~

~~Prepares special listings of delinquent payments of taxes, bills or assessments as shown on previous records and current account activity.~~

~~Reviews County Tax scrolls and identifies changes to data base; enters annual changes to update Town Tax scrolls; enters transfers, valuation changes and other changes; balances against receipts; prints and mails tax bills.~~

~~Prepares and issues second notices.~~

~~Organizes and plans for the distribution of tax bills and general tax issues; explains tax processes and answers concerns and complaints about the municipal tax program.~~

~~Assures that required office records and accounting documents are prepared and maintained by a systematic review of such documents.~~

~~Prepares forms for executing garnishments against wages or attachments to bank accounts or rents.~~

~~Performs liaison functions with the county tax office; researches ownership records, payments of taxes at real estate closings, and other changes in property and ownership at County Tax Office.~~

~~Takes refunds and releases to Town Board for action.~~

~~Oversees and implements computer systems to provide efficient and effective tax records and collections~~

## RECRUITMENT AND SELECTION GUIDELINES

### KNOWLEDGE, SKILL AND ABILITIES

Considerable knowledge of general statutes, policies, procedures, processes of Town government's operations and requirements for Board actions and processes.

Considerable knowledge of standard modern management, office, and administrative practices and procedures.

Understanding of the cultural and political environment.

Considerable knowledge of the principles of grammar, spelling and composition.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations and policies.

Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.

Ability to plan, organize, and prioritize a variety of work functions, including coordination with departments and other staff.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, community groups, political and legislative groups, department heads, employees, and the general public.

Ability to handle confidential information appropriately.

Considerable knowledge of accounting principles and practices.

Working knowledge of laws, general statutes, rules, and regulations governing specific municipal accounting tasks.

Working knowledge of computer operations as they relate to assigned tasks.

Ability to compile, evaluate, and reconcile a variety of accounting records and reports.

Ability to make arithmetic computations accurately and with reasonable speed.

Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.

Ability to perform accounting processes with speed and accuracy.

Considerable knowledge of state and local property and business licensing tax laws and legal collection requirements.

Considerable knowledge of local policies and ordinances regarding tax collections, privilege licenses, special invoicing, and related issues.

Working knowledge of generally accepted principles of accounting for the receipt of cash payments.

Working knowledge of collection methods such as garnishments, attachments, and personal or individual contacts.

Must demonstrate the following skills:

- Team building

- Analytical and problem solving skills

- Effective verbal and listening communication skills

- Computer skills including the ability to spreadsheet and do word processing programs at a highly proficient level

- Stress management skills

- Time management skills

Must demonstrate the following personal attributes:

- Be honest, trustworthy, and bondable

- Be respectful

- Possess cultural awareness and sensitivity

- Demonstrate sound work ethics

## WORKING CONDITIONS

### PHYSICAL DEMANDS

Must be able to physically perform the basic life operational functions of fingering, feeling, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds for force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to take and transcribe minutes and dictation, operate a computer terminal, and do extensive reading.

Must have the ability to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

### ENVIRONMENTAL CONDITIONS

The office may be a busy facility. Employee may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of members, residents and clients and contractors. May find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

### SENSORY DEMANDS

Sensory demands may include use of computer, which may cause eyestrain and occasional headaches. The employee must use skills of concentration.

### MENTAL DEMANDS

The employee will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

### QUALIFICATIONS

**DESIRABLE EDUCATION AND EXPERIENCE:** Graduation from a two year business school or college with a major or related field and considerable experience in a variety of positions involving heavy public contact functions and accounting; or an equivalent combination of education and experience.

### SPECIAL REQUIREMENTS

Willing to attend and obtain Municipal Clerk Certification from the International Institute of Municipal Clerks by attending certification school and classes through the Institute of Government, UNC - Chapel Hill.