



**Job Title:** City Clerk/Treasurer  
**Department:** Administration  
**Reports To:** Genesee City Council  
**FLSA Status:** Non-exempt  
**Prepared By:** Tedi Roach  
**Prepared Date:** May 1, 2024  
**Approved By:** Jesse Aherin  
**Approved Date:** May 1, 2024

**Summary** Maintain accurate records, including finances, permits, assets, projects, etc. of the City of Genesee, while being the face of and for the city residents, public, and those conducting business with or for the city. Responds to official correspondence.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Records and maintains accurate financial records, including general ledger entries, accounts receivables, accounts payables, payroll. Provides reports as required to city council, federal and state agencies.

Processes billings and payments for utility bills for existing, new, and vacating residents. Collects past due payments. Establishes new billing transactions and updates billing changes as requested by residents and businesses.

Responds timely to walk-ins, phone calls, and email requests with professional customer service actions. Point of contact for contractual subjects, including DEQ, Corp of Engineers, or other appropriate agencies. Responds and takes action on public records requests in a timely manner.

Records and edits minutes of meetings; prepares meeting agendas and minutes, following requirements for publishing accurately and timely. Compiles data and/or information for agendas and meetings from input received from the public and council members. Distributes to appropriate council members.

Provides candidate election forms for council positions and swears in newly elected officials. Ensures ballot storage is held in a secure location.

Follows, informs, and tracks licensing requirements. Responds to public and council requests regarding licensing.

Creates and publishes legal and meeting notices as required, following timing protocols.

Attends council and P&Z meetings as required.

## **Supervisory Responsibilities**

This position does not hold supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Confidentiality** – maintains strict level of confidentiality regarding city business and sensitive knowledge about citizens and city occurrences.

**Accounting/bookkeeping** – ability to enter data and comprehend basic and in-depth accounting procedures including impact of debits and credits and how subsidiary ledgers effect main ledger accounts. Ability to track income and expenses for each department within the city.

**Computer software** - strong familiarity with Microsoft Office Suite, particularly Excel, Word, and Publisher; familiar with creating and modifying PDF documents.

**Idaho Code** - familiarity or ability to quickly comprehend and apply Title 50 of the Idaho Code, to include meeting laws; ability to draft new or modify existing city ordinances.

**Comprehension** – ability to listen to and understand information and ideas presented through spoken or written communications.

**Expression** – ability to communicate information through spoken or written communications so others will understand.

**Analytical** - Receives diverse information from varied sources (public, council members, federal and state agencies); Collects and researches data; Uses intuition and experience to arrive at conclusions or resolutions.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group or individualized problem-solving situations.

**Attendance/Punctuality** - Consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to working hours when necessary to reach goals or to attend meetings; Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications** 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.

## **Education and/or Experience**

Accounting or bookkeeping degree or at least two years accounting or bookkeeping experience.

## **Language Skills**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Understand written and oral communications, giving full attention to what others say, taking time to comprehend points being made, and asking questions to gain full understanding. Communicating effectively in writing as appropriate.

## **Mathematical Skills**

Ability to work with mathematical concepts such as addition, subtraction, multiplication, and division; fractions, percentages, and ratios to practical situations.

## **Knowledge**

Knowledge of administrative and clerical procedures and systems including word processing, spreadsheets, bookkeeping/accounting software and practices, managing files and records.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of principles and processes for providing customer service.

Knowledge of laws, legal codes, ordinances, government/agency regulations and rules, executive orders.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Payroll systems; Spreadsheet software and Word Processing software. In-depth familiarity with Microsoft Office Suite programs and PDF documents is essential.

## **Certificates, Licenses, Registrations**

Driver's license required. Achieving certification through ICCTFOA is beneficial, but not required.

## **Other Skills and Abilities**

Ability to work independently and be a contributing member of the team, including co-workers, council members, planning and zoning members, and others in relation to city activities.

Exhibits high degree of competency and professionalism in responding to variety of individuals, including city employees, city council, businesses, residents, federal and state agencies, and general public.

**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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; sit and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is exposed to an indoor office setting, and occasionally outdoors, such as going to the post office or bank. The noise level in the work environment is light to moderate.