CITY OF DOUGLASS

POSITION DESCRIPTION

Class Title: Utility Clerk / City Treasurer

Department: City Administration

Salary Schedule: Hourly, non-exempt

Grade 3: $19.23 - $28.22

POSITION SUMMARY:

The City Treasurer / Utility Clerk shall be responsible for record keeping of money deposited and fund balances. This position is also responsible for producing financial statements on a monthly basis as well as keeping track of bonded indebtedness. The Utility Clerk shall ensure all utility bills are accurate, timely and collections are managed per the Utility Policy.

This position requires sound judgment and troubleshooting skills, particularly when correcting billing errors (e.g., misread meters or miscalculations). The employee must be able to complete tasks independently, even with limited equipment, and respond to time-sensitive issues effectively. This role involves independent decision-making related to billing, document preparation, and customer service. Tasks may require producing original documents or resolving discrepancies using word processing and spreadsheet tools.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

a. Reconcile monthly bank statements.

b. Maintains monthly budget analysis.

c. Tracks sales reports, pool income, expenses, petty cash, etc.

d. Answers and directs phone calls.

e. Reconciles investment accounts with money market and CD's.

f. Makes general ledger journal entries.

g. Maintains deposit and disbursement spreadsheets.

h. Signs accounts payable and payroll checks.

i. Works with Auditors on Annual Audit.

j. Completes accounts payables monthly for review by City Administrator.

k. Attends all regularly scheduled City Council meetings as well as Planning, Housing, special meetings and workshops as needed.

l. Creates the morning deposit from any transactions the previous day.

m. Checks for any water meters that are showing constant flow and notifies the customer.

n. Reconciles the utility and bank accounts monthly.

o. Aids in the list for turn-offs.

p. Prints the utility bills.

q. Responsible for public health certified letters and tracking the process.

r. Takes payments for utilities, permits, and court.

s. Responsible for payroll and entering payroll information to the bank.

t. Balance petty cash and daily cash drawer receipts.

PERIPHERAL DUTIES:

a. Addresses customer questions and complaints in a professional and helpful manner.

b. Maintains business directory and garage sale listings.

c. Receives utility payments and court fines.

d. Assists with monthly utility bills.

e. Performs a variety of office functions on as needed basis.

f. Performs other duties as needed or assigned by City Clerk.

g. During the months the pool is open, reconciles the cash bag for the pool and tracks food sales for tax purposes.

h. Have the knowledge to handle court in the absence of Court Clerk.

i. Quarterly tax statements. T-16, T-36, water tax.

j. Should be able to print and understand reports.

DESIRED EDUCATION/EXPERIENCE:

High School diploma or GED required.

Post-secondary coursework in public administration, business administration, accounting or related field preferred.

1 - 3 years of municipal experience preferred.

Proficient in Microsoft Office and standard office equipment.

Excellent written and verbal communication skills.

Ability to maintain confidentiality and professionalism.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting software, accounts payables, accounts receivables and budget.

Working knowledge of municipal finance, utilities and public services.

Communicate effectively both verbally and in writing with employees, city officials and the public.

Able to explain codes, policies and procedures in laymen terms.

Operate all job-related machinery, equipment, tools and other aids as required or needed.
Computer literate.

Attention to detail with accounting numbers.

Skilled in creating and utilizing spreadsheets.

Can set goals and meet guidelines / timelines.

Communicate effectively both verbally and in writing with employees, city officials and the public.

Effectively and efficiently administer municipal funds.

LICENSES REQUIRED:

Valid Kansas driver's license.

Notary Public certification or ability to obtain within six months of hire.

Surety bond or able to acquire within three months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a City

Treasurer / Utility Clerk to successfully perform the essential functions of this job.

Must be able to meet, with or without, reasonable accommodation, the physical requirements associated with the essential functions of this position.

While performing the duties of this job, the City Treasurer / Utility Clerk is frequently required to sit and talk and hear. This position is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The City Treasurer / Utility Clerk may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Most work will be performed indoors in a typical office setting environment. The time and place for performing duties may change from week to week. Some work may be accomplished from home, city hall or other locations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Douglass and the City Treasurer / Utility Clerk and is subject to change by the City Council as the needs of the city and requirements of the job change.

I have read this position description and understand its contents.

_____ _____

Employee Signature Date

Revised 11-2022/1-2026