

City of New London City Clerk – Treasurer

Job Description

The City Clerk-Treasurer performs specialized and technical work to perform all the routine tasks associated with accounts payable, accounts receivable, and payroll. This position is responsible for all statutory clerk and treasurer duties and supervises the accounting clerk position.

ESSENTIAL FUNCTIONS:

Directing and conducting the daily operations of the city, as directed by the Administrator.

Discharge the duties of Clerk as set forth in Minnesota Statute § 412.151 and Treasurer set forth in Minnesota Statute § 412.141.

Works in cooperation with the City Administrator on the general accounting, accounts payable, accounts receivable, elections and general record keeping. This position works closely with the Administrator in developing and implementing the financial management systems, financial planning, and investment strategies.

Prepares agendas, compiles packet materials and document follow-up. Prepares reports relating to municipal projects and submits them with recommendations to the Council for study and action. Keeps records of all Council proceedings, including preparing minutes of Council meetings and maintaining the ordinance book. Attends all City Council meetings.

Coordinates and conducts all city elections, receives filing for elections, prepares for registration, prepares election judge roster, and advises election judges as to duties. Maintains election supplies and records.

Assists the City Administrator in preparing quarterly and year-end financial reports. Assists the administrator with the city budget.

Posts and publishes such notices, ordinances, and resolutions as may be required. Issues city licenses and permits, administers city zoning ordinances, performs general office functions. Performs all duties required by ordinances or resolutions adopted by the Council or other appropriate duties as may be imposed by the council.

QUALIFICATIONS:

Minimum Qualifications:

Two years of general ledger accounting or bookkeeping experience. A two-year or four-year degree in Accounting, Finance or a related field may be substituted for two years of experience.

Desired Qualifications:

Degree in accounting and two years of experience, preferably in a governmental setting.
Previous experience as a City Clerk-Treasurer or municipal administration position

Salary:

Annual salary range- \$56,000 to \$58,000, based on qualifications.