

Village of Lake Odessa
Village Clerk/ Treasurer – Employment Posting

Employer

Village of Lake Odessa, MI

Population

2,018

Compensation

\$45,000 -- \$55,000 annually DOQ; health, dental, and vision insurance; 401(k) with an outstanding match; eleven (11) paid holidays; vacation and sick time earned on an accrued basis.

Closing Date

November 3, 2020

To Apply

Apply online with a résumé, cover letter, and five professional references by Tuesday, November 3, 2020 to: manager@lakeodessa.org. Resume material may also be mailed to: Village of Lake Odessa, 839 Fourth Avenue, Lake Odessa, Michigan 48849. Applicants wishing to have their information remain confidential should indicate this intent in their cover letter.

Description

The Village of Lake Odessa, MI (2,018) seeks candidates to apply for the position of Village Clerk/ Treasurer.

Lake Odessa is a progressive, full-service community in southern Ionia County, with 10 full-time employees and an annual budget of approximately \$3.3 million. The Village Clerk/ Treasurer is appointed by the Village Council and is under the direct supervision of the Village Manager.

Essential duties including but not limited to the following:

- Assists with the preparation of Council agenda and packets, records meeting minutes according to established standards of detail, process correspondence, publish all legal notices as required by law; serves as the official keeper of all Village records and documents.
- Serves as the official custodian for the safekeeping and management of all Village records, documents, and Village Seal. Certifies ordinances and resolutions and maintains Minute Books as well as publication of ordinances. Administers Oath of Office to all council, commission members, and other appointed personnel and maintains a copy of each oath in respective personnel file, which is maintained in a locked file.
- Directs the accounting and financial reporting activities of the Village in a manner consistent with established accounting principles and laws. Prepares monthly financial statements and reports, including special reporting for Act 51 funds and others as required. Coordinates audits and provides informational support as requested.
- Oversees the collection and deposits of all Village funds while maintaining proper cash flow.

- Mails Village tax bills. Works with the County Treasurer in providing the proper information for the calculation of the Village tax bills. Collects and records tax payments and reconciles payments and delinquencies with the County.
- During the summer park season, accepts and processes the cash and checks collected for pavilion rentals.
- Manages utility accounts, processes regular billings and provides customer service. Opens and closes utility accounts, posts payments or other account activities, enters meter readings and generates bulk billings. Initiates shut offs or the collections process according to the established Village procedures; devises and enforces payment plans and generates additions of unpaid utility and unpaid miscellaneous invoices to the tax roll for council approval. Receives and receipts village water and sewer and other payments. Assists customers with inquiries and complaints and takes appropriate actions to resolve them. Explains billing and payment procedures.
- Assists the Village Manager with the preparation of the annual Village budget. Monitors and analyzes expenditures throughout the fiscal year to maintain compliance with the approved budget as necessary and keeps the Village President, Council members and department heads informed of the village's ongoing financial condition. Provides Revenue and Expenditure Report for all cash accounts monthly to Council.
- Collects, processes and records all payments to the Village. Balances the cash drawer, makes deposits, and completes related financial transactions.
- Maintains confidential personnel files in accordance with legal guidelines. Files may include benefits/ insurance information, documents related to accident, damage and worker's compensation claims.
- Processes all monthly, quarterly and annual reports as required by state and Federal agencies.
- Processes and keeps proper records for all accounts payable transactions, including payroll, prepares related reports. Prepares bi-weekly payroll duties and maintains payroll records. Issues annual W-2's and 1099's. Submits required federal and state payroll reports. Serves as benefit administrator, making payments for benefits and retirement, researches new alternatives as requested and responds to employee or vendor inquiries as needed.
- Records the minutes for the various Village Boards and Committees.
- Serves as the Freedom of Information Act (FOIA) Coordinator for the Village.
- Performs other duties as required or assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

- Bachelor's Degree in Accounting, Finance or related field preferred or five or more years in progressive municipal setting with thorough knowledge of the principals, practices and legal regulations of municipal finance, budgeting and accounting.
- Must have knowledge and experience with BS&A software with advanced knowledge of Microsoft Office programs. Advanced knowledge and experience with accounts payable, general ledger, payroll and budgeting software are mandatory.

- Effective problem solving, analytical and communication skills; able to quickly assess critical situations and effectively under stress, within deadlines and changing work priorities.
- Able to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, professional contacts, and the public; leverage resources and network with diverse agencies and groups.
- Ability to read, analyze and interpret complex documents.
- Able to effectively communicate ideas and concepts verbally and in writing; make presentations in public forums.
- Able to evaluate a variety of municipal financial services, analyze operational issues and establish internal policies and procedural recommendations.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk and hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

Other Requirements

1. Must possess the qualifications to be bonded.
2. Subject to credit check, criminal background check and driver license record checks.

Contact

For more information, prospective candidates are encouraged to contact the Village Manager by phone (616) 374-8698 or by email at: manager@lakeodessa.org

Equal Opportunity Employer

The Village of Lake Odessa is an Equal Opportunity Employer and does not discriminate in its employment policies or practices on the basis of religion, race, color, national origin, gender, sexual orientation, gender identity, age, marital status, height, weight, or disability against any qualified person. Reasonable accommodations will be provided if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations.