

## JOB DESCRIPTION & DUTIES OF RECORDER/TREASURER

### Payroll

- Review Time sheets/Prepare Payroll biweekly and monthly
- Pay & Distribute PR Liabilities on schedule
  - Fed Tax/Social Security/Medicare - Online
  - State Tax - Check to AR Dept of Finance
  - State Unemployment - State Workforce
- Calculate and Pay City Share of Retirement/Reconcile
- Pay Employee Health Ins Premium/Distribute forms & Info
- Update Payroll and employee information as needed
- Calculate and disburse payroll transfers to General fund
- Prepare and submit Employment Security/Tax Reports
- Distribute and Update W-4 Forms
- Prepare & Distribute W2/1099's and other tax forms/reports
- Receive and Disburse required forms and Info from employees

### Water & Sewer

- Prepare and record Daily Deposits from Clerk's Report
- Refund Deposits/Overpayments on Closed Accts as needed
- Distribute Month End Water Receipts from Clerk's Report
  - Transfer Waste Disposal/Polycart to General
  - Calculate and Pay Waste Disposal Contract from General
  - Transfer Meter Deposits to Meter Fund
  - Calculate and submit Sales Tax Reports and Payments
- All Daily duties when Chrissy is out/vac
- Annual Audit - Provide Info as Requested
  - Follow up and implement any corrections needed
- Maintain all records of transactions and documents relating to grants and loans

### Court

- Distribute and reconcile Month End Closing from Clerk Report
- Prepare and record daily deposits from Clerk's Report
- All Daily duties when Chrissy is out/vac
- Receive Payments etc. when Court is in session

### Accounts Payable

- Receive invoices, process, code, enter, pay, mail and file in a timely manner
- Prepare and Pay monthly contracted payments
  - USDA Water - EFT 27th
  - USDA Sewer -EFT 4th

### Accounts Receivable

- Enter and code prenumbered receipts for all payments per account
- Prepare hand written deposit referencing prenumbered receipts per account
- Verify deposit slips with bank deposit slips
- Monitor Direct Deposits from State online and receipt and record
- Transfer Direct deposits to appropriate account if needed

### General Accounting

- Bank reconcilements
- Monitor and make investments/savings in the best interest of the City

Record Interest, charges and other transactions  
Prepare Reports as needed internally and as require for State/Federal  
Legislative Audit -Retain/Provide Info as requested  
Follow-up reports and implement recommended changes  
Publish Financial Statements annually  
Submit unclaimed/outstanding property to state  
Assist Mayor with preparation and amending budgets  
Review Contracts and schedule renewals as needed  
Document and Destroy Records per AR State Law  
Prepare Reports for USDA as required  
Monitor all Accounts for positive cash flow  
Monitor expenditures to budgets  
Respond to informational requests in compliance with FOIA  
Maintain Records and Procedures in compliance with Audit requirements  
Deliver deposits to the bank/pick up bags

Other Duties as they occur

General Office/reception/public interaction/phone  
Apply for Grants/administer/file final reports and follow-ups  
Assist/backup the Mayor, Council or other employees as needed  
Other projects and assignments as they occur

Council

Prepare Agenda and distribute to media and Council prior to Workshop/Council Mtg  
Prepare Financial reports annually and quarterly  
Distribute and collect Financial disclosure statement from all public officials  
Keep record of terms and appointment to commissions/boards  
Notify media of all meetings and insure that they are public  
Prepare Ordinances and Resolutions as requested  
Attend all meetings to record all actions and prepare minutes  
Provide Copies of relevant reports and information to council for meetings  
Keep attendance for quarterly meeting pay records  
Submit Ordinances annually for Codification; Update Code books  
Post Ordinances and reports as required by law  
Maintain copies of documents as required by law  
Keep permanent secure files of all records as required  
Minutes, Ordinances, Resolutions; Audits and other documents  
Abandon/vacated streets, alleys and right of ways  
Public Hearings and other official actions  
Provide information to the Council and public as requested  
Take the role of Mayor in his absence if needed  
Attend training and keep up to date on laws & regulations  
Monitor and Document procedures to comply with City, State and Federal laws  
Accounting  
Personnel  
Policies  
Over see the issuance of licenses and collect fees for permits  
Prepare and submit reports of building permits issued  
Maintain file of Financial Statements for all elected/appointed officials  
Receive and record petitions/documents  
Keep inventory of all equipment, property, and vehicles valued over \$1K  
Keep record of the disposal of all fixed assets