



## Town of Edgewood

Position Class Code: 1003

### Clerk Treasurer

Date Approved:  
Revision Date:

**Position Purpose:** Under direction from the Town Administrator, maintains custody of all Town records, serves as Secretary to the Governing Body and Financial Controller for the Town, coordinates Town elections, assists with the management of day-to-day municipal operation of Town.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Serves as the Secretary to the Governing Body including preparation of meeting minutes and agendas, maintains custody of all Town records in compliance with state rules and regulations.
- Manages and oversees the Town of Edgewood election process in accordance with related Town ordinances and laws of the State of New Mexico.
- Provides regular communication with the Elected Officials and other departments on financial matters.
- Serves as a technical resource and maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, governmental accounting regulations, and other related position responsibilities.
- Plans, organizes, and coordinates the preparation of Town budget and financial reports, ensures compliance with budget development and financial reporting requirements.
- Assists in the development of policies and procedures governing financial accounting, parks and recreation, planning and zoning, community development, purchasing, human resource management, and payroll.
- Provides for the general supervision of assigned Town administrative staff including planning priorities and setting work schedules.
- Reviews work of assigned staff for quality and completeness, and assesses employee performance, and provides related administrative approvals such as leave requests and time sheets, provides professional guidance.
- Performs other work-related assignments as required may perform duties of the Town Administrator during absence of the Administrator.

#### **Required Knowledge and Skills:**

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.
- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of the fundamental principles of personnel management and supervision.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budget and accounting system
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in interpreting and explaining codes, laws, regulations and policies.

## **Clerk Treasurer**

- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal operations.
- Skill in planning, organizing, developing and leading municipal staff to the achievement of organizational goals and priorities.
- Skill in operating a personal computer and software applications.

### **MINIMUM QUALIFICATIONS**

**Education, Experience, Certifications and Licenses:** *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Bachelor's Degree in Management, Accounting, Finance or related discipline.
- Five years of experience in financial and/or administrative operations.
- Two years of experience in supervision in a governmental environment.
- Possession of International Institute Municipal Clerks Certification or must obtain upon completion of eligibility requirements.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch, and see.

### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.