



City of Mexico Beach

Job Description

Position: City Clerk

FLSA Status: Non-Exempt

Job Summary:

Responsible for Records and Accounting administration of the City of Mexico Beach by directing and coordinating all phases of the City Clerk's administrative responsibilities.

Major Duties and Responsibilities:

- Responsible for maintaining all official City documents and records
- Overall responsibility for preparing and monitoring the City budget. Performs accounting function for the general fund and conducts general financial function and administration. Compiles fiscal estimates and fiscal projects. Maintains accounts payable and receivable plus the general and subsidiary ledgers. Prepares all financial statements. Overall, act in the capacity of the City treasurer. Reviews financial policies and makes recommendations to the City Council. Acts as liaison for external auditors. Prepares monthly financial statement to present to City Council and City Administrator.
- Attends council and other meetings and supervises the preparation and indexing of council minutes. Coordinates agendas, documents and provision of liaison including scheduling of meetings and public notices.
- Prepares and conducts municipal election administration and activities.
- Attends bid opening and assures contracting rules and regulations are followed.
- Maintains all Personnel records and assures that personnel actions are complete and accurate.
- Performs administrative support and other duties as required.
- Insures the City is in compliance with all State of Florida, GAAP rules, regulations and laws as well as any other legal or accounting requirements.
- Meets with citizens to provide information and resolve complaints.
- Responsible for bank reconciliation of all funds and all accounts.
- Responsible for financial oversight and reporting for all grants received by the City.
- Responsible for creation of all ordinances and resolutions pertinent to the position; responsible for attesting all ordinances, resolutions, and other legal documents of the City.
- Maintains and/or coordinates maintenance, repairs, updates to all information technology systems.
- All other duties, tasks, and responsibilities as assigned by the City Council.
- Responsible for distributing the City mail.

Job Requirements:

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting principles and practices.
- Knowledge of the ordinances, policies, resolutions and procedures of the City.
- Knowledge of modern management practices and principles.
- Knowledge of archives and records management laws, systems and technology.
- Knowledge of election laws.
- Ability to input and retrieve data via computer.
- Ability to access needs and prioritize and the ability to communicate effectively in writing and orally, laws and administrative policies governing municipal activities and of operations of municipal government.
- Ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization.
- Ability to express oneself clearly in writing and orally and appear before groups of taxpayers and the Council to present data and program which enhance the efficient operations of the City.
- Knowledge of Springbrook Financial Software.

Education and/or Training:

- A four year college degree in Public Administration or related field.
- Two years' experience in progressively responsible related accounting work preferably with a government agency.
- Experience can be substituted for education requirements. Experience qualification can be waived or altered provided incumbent has clearly demonstrated experience of a nature that demonstrates capability to quickly perform at a high level.
- CMC and MMC designation desirable (through International Institute of Municipal Clerks).
- Must be bondable.

Community Relations Functions:**Work Environment:****Physical Demands:**

- Acceptable eyesight and hearing (with or without glasses or hearing aids).
- Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.
- Ability to access input and retrieve information from a computer.
- Works inside an office environment but must be able to also work outside.

Tools and Equipment:**Supervision Received and Exercised:**

Pay Grade: Determined by City Council

Disclaimer:

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.