**JOB DESCRIPTION**

**POSITION:** Finance Clerk

**STATUS:** Full - Time

**SUPERVISOR:** Village Clerk | Treasurer

Hanley Hills an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

**NATURE OF WORK:**

This is a highly responsible clerical position assisting the Treasurer and Board of Trustees. Work involves responsibility for recording and maintaining the Village finances and records. The Finance Clerk position is responsible for the overall management and administration of the Village of Hanley Hills finances. The employee will work under the direction of the Treasurer, Chairperson and Village Clerk. All work will be reviewed through Office Manager and employee evaluations.

**DUTIES:**

Performing all aspects of the accounting needs for the Village of Hanley Hills and working in collaboration with Trustees in order to ensure that the municipal finances are maintained in an accurate and timely manner. Maintain the accounts payable, accounts receivable, and General Ledger systems in order to ensure complete and accurate records of all funds. The duties listed below are what is included, but not limited to regarding this position. Additional duties may be added in the event other Village matters arise.

1. Daily Tasks

* Answer all calls pertaining to Village finances
* Maintain professional relationship with vendors
* Receive, enter and receipt all daily cash sheets from Village & Court department
* Retrieve and distribute messages from voicemail
* Receive and route fax transmissions as required
* Check emails daily and respond accordingly

1. Payroll

* Prepare and process bi-weekly payroll
* Assist CPA firm with yearly payroll audit
* Generate 1099’s and W-2’s

1. Board Meetings

* Prepare monthly financial reports for monthly board meetings.
* Attend monthly board meetings
* Prepare monthly checks for all bills and keep accurate record of invoices

1. Manage Mail and other deliveries

* Open, sort and distribute Village mail daily
* Prepare bills to be mailed and file correspondence in vendor files.
* Receive, approve and/or decline all invoices and payment requests

1. Administrative Duties & Records Management

* Keep accurate records of all lawn cutting, sewer lateral, and property maintenance invoices
* Prepare and distribute property liens to St. Louis County
* Track and deposit lien payments received from St. Louis County
* Process and keep accurate records of all tax monies received
* Make deposits of payments received for monthly reports to deliver to Treasurer
* Reconcile bank statements
* Assist with budget preparations
* Monitor yearly budget. Prepare mid-year budget reports
* Prepare quarterly and yearly State Auditor financial reports
* Assist accountants with yearly audit process
* Responsible for maintaining current records and following record retention guidelines
* Process and record all purchase orders, expense reports and reimbursement requests.

1. Provide support to Village Clerk as requested

* Assist Village Clerk in business license process:

1. Receive yearly license fees
2. Record tax money received from businesses.

* Serve as Notary Public
* Copy and/or scan materials
* Document prep as requested
* Maintain or assist village projects as they arise

1. Provide support to Trustees as requested

**JOB REQUIREMENTS:**

1. Strong organizational skills
2. Minimum 3 years’ experience responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
3. Minimum 2 years’ customer service experience.
4. Knowledge in maintaining and recording municipal financial records.
5. Intermediate experience with Microsoft Office software (Word, Excel, Outlook, etc.)
6. Experience in records management.
7. Minimum 3 years in QuickBooks accounting program, but must be able to do a manual set of books.
8. Strong multi-task skills.
9. Must be able to keep Village and client financial matters strictly confidential
10. Ability to perform several tasks concurrently with ease and professionalism
11. Ability to maintain harmonious working relationships with village officials, staff and the general public.
12. Flexible schedule and available to work extended hours.
13. Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Working knowledge of MO General Statutes and principals and practices of municipal accounting
* Ability to establish and maintain effective working relationships with Village officials, co-workers and customers
* Working knowledge of computer operations for word processing, spreadsheets, email and Internet
* Ability to conduct long-range fiscal planning
* Accuracy and thoroughness in the analysis and preparation of financial records and reports

**REQUIRED EDUCATION AND EXPERIENCE:**

High School Diploma or completion of G.E.D.

Any combination of graduation from an accredited college or university with a Bachelor’s degree in accounting, finance, business administration, or a related field, and/or three years professional experience in financial management for local government or related field.