

Village of Whiting
Job Description
Deputy Clerk-Treasurer

Summary:

The employee performs tasks independently under the general supervision of the Village Clerk/Treasurer. The Deputy Clerk/Treasurer performs a variety of clerical functions in the Village Clerks office and assists with a wide variety of duties which include: Answering and directing telephone calls and responding to general information requests; Accepting and processing payments and administration of various applications and licenses; and Performing a variety of routine and complex record keeping for the Village including elections and Village meetings. The position requires experience in accounting, and financial book keeping or closely related fields.

Essential Knowledge, Skills, and Abilities

- Solid knowledge of bookkeeping and accounting
- Good communication skills and knowledge of office practices
- Proficient in typing, keyboarding 10 key operation and other office equipment
- Proficient in computer use with the ability to operate various programs and software applications.

Job Functions:

- Assist utility customers and general public with questions relative to Village operations.
- Perform a variety of utility billing tasks including entering meter reading into the utility software billing system and preparation of monthly invoices. Provide follow-up with delinquent customers, disconnect notices and arrangement of crisis assistance to customers.
- Serve as the primary cashier for the Village and Village Utilities. Tasks include receiving payments, preparing bank deposits, and applying payments to property tax and dog/cat licensing systems.
- Prepare and post meeting notices under the direction if the Village Clerk/Treasurer
- Assist with the preparation of the minutes of the Village Board meetings
- Assist with arrangement for Municipal elections
- Assist with maintaining the Village website
- Perform other duties as assigned