



## **TOWN OF PAMPLIN CITY CLERK-TREASURER JOB DESCRIPTION**

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The Town Clerk-Treasurer serves as a key Administrative Officer to the town council. The clerk is in charge of all of the town's records, issues certain licenses and permits, files reports with county and State agencies as required, is involved with election administration, posts legal notices, and is, in many ways, a pivot around which the town operates.

### **TOWN CLERK-TREASURER: Duties and Responsibilities**

- Supervises all significant fiscal functions and responsibilities to include but not limited to: collecting, receiving and having custody of all moneys belonging to or due the town, having custody of all moneys received from taxes or other public sources for the town.
- Deposits and secures all moneys in the official town bank accounts in the manner prescribed by law. Provides monthly reports to Mayor and Town Manager for review.
- Pays bills relating to the running of the town and utility system and disbursing moneys by check or electronic payment with appropriate paper trail to justify payments made.
- Works with the Commissioner of Revenue in Appomattox and Prince Edward Counties to receive tax information and send information to tax processing company for the annual personal property and real estate taxes. Processes Corporate supplement taxes and receives payments for all taxes due.
- Keeps an accurate and complete account of all moneys received and disbursed in Quickbooks. Moneys generated for specific purposes generally must be segregated in the accounting records and used only for those specific purposes.
- Provides detailed financial reports to the town council at the end of each month and files a copies in the town's records.
- Prepare the annual budget along with the Mayor for review and adoption by the town council at a public hearing in Quickbooks.
- Processing payments received by the town for any fees owed the town including, but not limited to, utility payments, tax payments, rental fees, license fees, and other amounts owed to the town.
- Performs light housekeeping in the Town Office and Depot Freight Room.
- Communicate with the Town Manager, Mayor, and Grants Writer to facilitate projects in the town.
- Attends monthly council meeting, takes minutes, presents financial reports, and prepares official minutes for review at the following meeting.