

## **TOWN RECORDER JOB DUTIES**

### FINANCIAL

- Develop Annual Budget and submit budget and ordinance to Comptroller's Office of Local Audit for approval no later than July 1<sup>st</sup> each year (or request extension from the state, if necessary):
  - Town General Fund
    - Cemetery (Maintenance and Trust)
    - Special Fire Account
    - Urban Development Action Grant (Trust and Interest)
    - Music Fest & Parks
    - State Street Aid
  - Enterprise Fund
    - Water Revenue
    - Operations & Maintenance
    - Repair & Extension
    - Sinking Fund
  - ARP Funds
  
- Banking
  - Reconcile the following accounts each month and provide a copy to the Utility Commission (water related) and Board of Mayor and Aldermen (all), as well as auditor.  
UPDATE: Deputy Clerk aids with reconciliation work.
    - General Fund
    - Cemetery (Maintenance and Trust)
    - Special Fire Account
    - Special Medical
    - Music Fest
    - Parks Fund
    - State Street Aid
    - Urban Development Action Grant (Trust and Interest)
    - Water Revenue
    - Water Operations & Maintenance
    - Water Repair & Extension
    - Water Sinking Fund
    - All CDs, when information provided by banks
  - Record all deposits for daily funds in Quickbooks
  - Record all ACH deposits in Quickbooks (including state revenue sources)
  - Record all online payments to Quickbooks for reconciliation
  - Reimburse various accounts for payments (e.g., gas tax money is deposited in general fund, but state street aid account is reimbursed)

- Transfer money monthly from enterprise fund revenue account to repair and extension, operations and maintenance, and sinking fund monthly (or as necessary) to keep all accounts from overdraft and to build savings for major repairs and loan payments
- Maintain inventory of all checks (current, blank, and canceled) for all accounts
- Order checks for all accounts from Quickbooks
- State-mandated CMFO certification and 24 hours of continuing professional education (16 hours financial and 8 hours other). Complete CMFO annual compliance form
- Financial Obligations
  - Manage accounts payable weekly, ensuring on-time payments to avoid potential late fees
  - Confirm receipts have been received for all payments or get supervisor / employee to sign off that the payment is valid and receipt lost
  - Transfer funds from town to water for weekly payroll weekly.
  - Reimbursements for mileage, inmate meals, and miscellaneous (with receipts) to staff and other town officials
  - Review \*all\* payments with mayor weekly for signature
  - Annual billing of SCHRA Head Start for costs of community center
  - Liaison with all banks on all financial matters including but not limited to mayor signature, deposit errors (with town clerk), and more
- Debt Obligations
  - GENERAL FUND
    - All general fund debt now paid
  - WATER
    - Make monthly payment to USDA Loan 1
    - Make monthly payment to USDA Loan 2
    - Make semi-annual payment to TMBF
  - Provide the Auditor, the State Comptroller's Office, and the Tennessee Municipal Bond Fund with annual budget and all debt obligations annually
  - Coordinate with comptroller's office on process to include review and approval when seeking to add debt to town
- Audit
  - Work with town auditor on annual basis to provide (Assistance provided by Town Clerk)
    - Deposit receipts
    - Payment receipts
    - Banking statements and reconciliation
    - Other materials as requested
    - Water use and loss information
  - Sign online audit confirmation contract with comptroller's office per state mandate
  - Work with Office of Local Audit in the comptroller's office to send all additional information not provided by auditor and answer any questions
- Taxes
  - Work with the State Department of Revenue in confirming tax rate, property taxes, ad valorem taxes, and personal taxes for annual distribution
  - Coordinate tax relief for low income senior citizens and disabled veterans with these residents and the Tennessee Comptroller of the Treasury Division of Property Assessments annually, including confirmation of residency, earnings, and more.
  - Collect taxes (along with Town Clerk) each year

- Invoice and collect beer privilege taxes each year
- Work with town attorney on uncollected taxes (advertising and turning this over to court for collections)
- Forward bankruptcy notices to town attorney for any legal action necessary (include list of debt owed to the town via taxes or water bills)

#### HUMAN RESOURCES

- Coordinate with Bookkeeping Plus on 1099 forms for contractors, others (provide list, W9 forms, amount paid, addresses, and more) so that tax reporting will be mailed no later than January 31 each year.
- New Hire drug test and background check
- Upload information to state labor web site for statistical purposes when anyone hired / fired per state mandate
- Coordinate all insurance bids and services with vendors
- Drug screening coordination when accidents / incidents occur
- Approve time off for immediate staff, others in absence of supervisor
- Work with employees as they exit employment (unemployment, final checks, etc.)
- Form employment ads and advertise open positions, gather applications. Assist mayor in any aspect of hiring as directed, including employment agreement

#### TOWN RECORDER

- Schedule all meetings, public hearings, etc. including legal notices in newspaper, calendars for distribution, notification to public
- Prepare agendas for governing body meetings, work study meetings, special called meetings, and emergency meetings, as well as other committees and commissions
- Put together and distribute all meeting packets to include agenda, previous meeting minutes, financial report (as applicable), and other materials relevant to specific meetings
- Take minutes and record them for all meetings and public hearings, including start- and end-time, members and staff present, and all relevant information, and maintain records of same for safekeeping and permanent record and in a timely fashion
- Write resolutions and ordinances, including the annual budget ordinance and any budget amendment ordinances, as well as ordinances related to town municipal code
- Notify staff of reports due for meetings
- Review minutes of all committees, commissions to report back to Board of Mayor and Aldermen
- Notarize documents on behalf of town and its residents
- Grant writing duties, including Local Parks & Recreation Fund, Tourism Enhancement and others as directed by town leaders
- Grant management in coordination with the South Central Tennessee Development District, Tennessee Department of Environment and Conservation, Tennessee Arts Commission, Tennessee Highway Safety Office, and others
- Attend meetings as needed including but not limited to historical preservation, grant management, Bedford Rail Authority, Census meetings
- Supervise and advise staff, as needed, on employee protocol
- Coordinate with MTAS on updating Wartrace Municipal Codes, to include zoning and other regulations

- Liaison with other municipalities to get examples of ordinances, forms, and other materials as needed (to include Request for Information form, Slum Clearance ordinance)
- Liaison with applicants and Loan Committee on UDAG fund applications

#### MUNICIPAL CODES AND PLANNING

- Distribute staff notes from planner to commission members
- Record approved annexation resolutions, deeds, and plats with County Recorder of Deeds office
- Safekeeping of any bonds or letters of credit from builders or developers

#### OTHER COMMITTEES AND DUTIES

- Additional duties have included (as assigned) assistance in marketing and organizing events such as Music Fest, 4<sup>th</sup> of July, Trunk or Treat, and Christmas events (tree lighting and dinner)
- Receive beer permit applications and fees, coordinate background check and share all information with Board of Mayor and Aldermen for decision (currently maxed out at 5 permits)
- Maintain web page for town
- Write and upload town news on both web page and social media, as well as monthly calendar
- Design facebook page for town and maintain with meeting announcements, water cut off dates, and other information important to residents and visitors
- Manage domain payments, to include email and url accounts
- Manage online bill payment with NexBill (with town clerk)
- Provide economic development support for town, including working with Dollar General store and creating economic growth materials for web page and distribution
- Staff support for Parks & Recreation Committee, including obtaining quotes for various projects, providing event support, and more
- Coordinate with town clerk to order office and operation supplies for all staff
- Computer repair and maintenance, as abilities allow
- Get quotes for various purchases in accordance with state laws, including professional services, special projects, and materials for town and water
- Work with Fire Department on purchases, as directed
- Work with ISO representatives to achieve better insurance rating (e.g., establish point system, market fire department meetings, tell new residents about volunteer opportunities)
- Schedule bi-annual fire extinguisher inspections to remain in OSHA compliance
- Study and understand state ordinances and laws, as well as municipal code
- License town vehicles, provide insurance cards for same
- Liaison for workers compensation claims with H.B. Cowan Insurance
- Provide office support for correspondence, machinery, supplies
- Back-up computers and ensure an updated copy is off-site in the event of a catastrophic emergency or ransom-ware situation
- Assist town clerk with building and pavilion rentals
- Assist town clerk with water payments, water tap applications, and other work as needed
- Assist town clerk and judge at traffic court (taking payments)

- Coordinate with town clerk on information signs and messages on water bills
- Assist town clerk in bank deposits, post office duties, and all other responsibilities in her absence
- Work with public on daily basis for variety of reasons: payments, zoning questions, sales people, property owners with complaints about flooding or unclean neighbors, and more.
- Liaison with animal control and staff regarding stray dogs and feral cats
- Liaison with special project managers (e.g., television shows, news stories, photo shoots)
- Daily operations including phone transfer, safe, computer logins and updates, customer interaction, locking and unlocking town hall, light cleaning (vacuuming, conference table)
- Will report directly to the Mayor.
- Will be the office manager for Town Hall while currently having one direct report
- Keeping a clean work space and environment
- Work Phone will be provided
- Other duties as assigned

#### Preferred Additional Skills

- Communication
- Multitasking
- Thriving in a fast-paced environment
- Effective typing, writing and presenting skills
- Time Management
- Exceptional customer service
- Management experience
- Familiar with Microsoft Office & GSuite
- Proficient in QuickBooks
- Following up on items and events

#### Preferred Certifications

- Certified Municipal Public Officer
- TAMCAR Town Recorder