
DEPUTY CITY CLERK/UTILITY BILLING

Position Summary

City of Lyons Nebraska Under the direction of the City Clerk/Treasure, Mayor and/or Council

Classification: Hourly Non-Exempt

Position: Regular full-time

Non-Supervisory Position

The Utility Billing/Deputy Clerk shall prepare and maintain the monthly utility billing cycle; assist the City Clerk with clerical and bookkeeping activities; receive payments and perform routine posting; monitor delinquent accounts; maintain and update customer accounts and deposits; record and enter data in computer for collections and payments. They shall help the City Clerk to perform all the necessary duties to ensure that the interests of the City are promoted. The Deputy Clerk is responsible for all payroll functions and reporting to the State and Federal government. The Deputy Clerk is responsible for a variety of municipal functions delegated by the City Clerk, Mayor, and City Council members.

ESSENTIAL JOB FUNCTIONS:

1. Display honest, trustworthy, and ethical behavior when dealing with internal and external customers.
2. Manage utility billing and payroll cycles.
3. Manage all utility billing accounts and be responsible for monthly billing of utilities.
4. Responsible for depositing utility and general monies into the proper bank account and posting to the general ledger.
5. Responsible for maintaining records of delinquent accounts and shutoff notices for unpaid utilities and notifications of impending utility shut off.
6. Responsible for notifying the utility department of accounts to be shut off and maintaining documentation.
7. Manage new hires and new hire paperwork by using E-Verify and state-required reporting of new hires.
8. Responsible for carrying out and ensuring compliance with policies established by the City Council.
9. Prepare agendas and packets for the Planning Commission.
10. Responsible for all Tax forms for Payroll and the online filing of quarterly and year-end reports such as W-2s, 1096 & 1099s. Perform annual online filing of Federal and State reports.
11. Assist the City Clerk with the collection of special assessments, filing liens against property, and releasing of liens.
12. Assist with the administration of all employee benefit programs and liaison with the City's insurance carrier for liability, health, and benefit plans.
13. Assist with the storage retention schedule, to keep record retention updated.
14. Monitor cash flow to ensure adequate funds are available to meet the obligation of the City

15. Assist with updating the City of Lyons website and Facebook page to promote City events and update any important community information.
16. Assist with the issuance and collection of monies for permits and licenses.
17. Responsible during summer months for all pool concessions and pass monies deposited in the bank and recorded in the general ledger.
18. Perform duties as assigned by the City Clerk/Treasurer.

SKILLS AND ABILITY:

Must be an excellent self-starter and learner, able to work independently with little supervision, excellent oral and written communication skills; ability to effectively communicate and work with the Mayor and City Council, citizens, community groups, personnel, and other governmental agencies; some degree of knowledge of City ordinances and State Statutes, fair labor laws, with ability to research as required; high degree of organization skills; attention to detail; ability to exercise resourcefulness in solving problems; ability to work efficiently; must be able to handle criticism and complaints from residents with poise and in a courteous manner; must possess a high level of confidentiality.

EXPERIENCE & TRAINING:

High School Diploma, and preferably some bookkeeping experience, obtain a Certified Municipal Clerks Certification (CMC) through the University of Omaha (UNO) if desired. Must have the ability and willingness to receive continuing education in municipal government.

OFFICE EQUIPMENT:

Computer software programs: gWorks Payroll, and Utility Billing, and Itron Mobile meter reading software; Microsoft Word, Excel spreadsheet. Office Equipment: copy machine for copying, scanning, faxing, office hand tools.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.