

Clerk to Town Supervisor

Duties of Position

Accountable in all aspects of position to Town Supervisor first and secondly to the Legislative Board.

Monitoring and maintaining overall financial condition of municipality on a regular basis. Understanding all aspects of fund accounting requirements. Verifying balanced trial balance and bank accounts for each fund; verifying each fund has a solid fund balance for future years; verifying that no appropriation line items are overspent; verifying that anticipated revenues are being received as anticipated.

Maintaining and processing all payroll records for all employees of municipality. Submitting all required Federal & State payroll payments and/or forms on a bi-weekly basis as well as quarterly & yearly basis – Federal Tax withholdings, NYS – 1 State Tax Withholdings, Form 941, NYS-45, W-2, and 1099-NEC. Deducting from payroll and paying out to required vendors all employee payroll deductions, i.e. income executions, support, NYS Deferred Comp, NYS Retirement Contributions, union dues, etc. Certifying all required municipality employees with Jefferson County to include rates of pay, position changes, and any/or all changes in employees employed by the municipality on a yearly and/or quarterly basis or as needed.

Maintaining and processing all received Revenues – entering bank deposits done by Town Clerk for Town Supervisor. Knowledge of what revenues go to what funds – General Funds, Highway Funds, Water Funds, Sewer Fund, Trust & Agency Fund. Knowledge of revenue accounts for each revenue received. Working with State Financial Services online website for revenues received via EFT from NYS Comptrollers office. Working with Jefferson County for EFT revenues received. Entering all EFT's received in bank accounts monthly from several outside sources.

Maintaining and processing all Accounts Payables monthly. All bills are vouchered for monthly board meetings to be approved for payment by the legislative board. Verifying accuracy of all bills being processed, i.e. correct appropriation accounts being used, correct amount of attached invoices being entered, correct vendors and addresses being used, sales tax is not being charged, verifying that invoices are attached to all bills (not statements). Processing checks for payment. Verifying the general ledger entry for bills is accurate. Creating an Abstract of Bills for board meeting approvals. Creating and presenting Town Supervisor Financial Statements monthly to present at monthly board meetings. Maintaining Bed Tax revenues and expenditures reports.

Maintaining all expenditure records for all Capital Projects within the municipality. Maintain copies of all invoices paid out with a copy of the cleared check for future reimbursement. Using accurate capital project funds to record the progress of each project within the municipality.

Maintaining and recording all expenditures for any Development Agreements within the municipality. Working with Development Agreement vendors by informing such agencies of all expenditures from the escrow accounts being held and current balances of funds. Verifying that these escrow accounts do not fall to a negative balance.

Yearly filing of NYS Comptrollers Annual Financial Report (AUD) using an online website. The creation of municipality yearly budget to include tax cap levy limits, submission of adopted budgets to Jefferson County and any other required organization – USDA. Yearly review of municipality Fund Balance Policy. Yearly closing of municipality accounting records.