

## **JOB POSTING**

**Powell Township is seeking a friendly and hard-working individual to serve their local community in the performance of the duties of CLERK.**

### **GENERAL SUMMARY**

Record Keeping, General Ledger, Financial Statements, Accounts Payable, Payroll, Election Administration, Meeting Notices, Meeting Minutes, Oath of Offices, Ordinance Book, Website Maintenance. The Clerk must appoint and supervise a Deputy Clerk.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Administer Township elections by preparing election supplies, setup and maintenance of election equipment and computers, recruiting and organizing poll workers, maintenance of voter registrations records using the Michigan voter system/database, issues absentee ballots, and ensure the security and retention of voting records and documents.
- Manage General Ledger, Budget, and Budget Amendments. Prepare and distribute financial reports for each Township Board meeting
- Manage accounts payable by creating invoices and checks from the BS&A accounting system.
- Manage human resources and process bi-weekly/monthly/quarterly payrolls. Maintain employee records and prepare payroll tax reports.
- Transcribe minutes of Powell Township Board meetings, assuring an accurate representation of events.
- Post all public notices on public noticeboards and Township website.
- Publish meeting agendas, minutes and related documents for all departments on the Powell Township public website.
- Maintain Ordinance and Resolution records and Oaths of Office.
- Attend the Fire Department monthly meetings and serve as Board Liaison to the Fire Department.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF DEPUTY CLERK DUTIES**

#### **Knowledge of:**

- English grammar, spelling, and punctuation.
- Principles and practices of basic accounting, financial reporting, bookkeeping and payroll.
- Modern office procedures, methods, and equipment.
- MS Outlook, Word, and Excel.

#### **Skill in:**

- Meeting deadlines while performing a variety of duties, often changing from one task to another of a different nature.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios.

#### **Ability to:**

- Provide excellent customer service to Powell Township residents.
- Accurately organize and maintain paper documents and electronic files.
- Learn new software skills and election regulations and procedures.
- Maintain the confidentiality of information and professional boundaries.
- Organize and prioritize workloads.
- Meet required schedules and work deadlines.

### **HOURS AND PAY**

- Salary is \$14,000 per year. 20 – 35 hours per week are required depending on workload.
- Standard Powell Township office hours are Monday and Thursday from 9:00am – 12noon; however, the Clerk's hours/schedule can be flexible.
- The Clerk is defined as an Elected Official and as such does not qualify for paid vacation or holidays, unemployment or health insurance.

**Additional detail is available at [www.powelltownship.org](http://www.powelltownship.org)  
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