

## CLERK TASKS – MONTHLY AND ONGOING

1. The Clerk is required to appoint and supervise a Deputy Clerk.
2. Elections
  - a. Maintain Voter Registrations
    - Attend initial training (in-person and on-line) and obtain certification in the use of the State of Michigan Qualified Voter File (QVF) system.
    - Update and maintain voter registrations, change of address, deaths in the QVF system and manual records on a daily, weekly and monthly basis.
    - Print and distribute Voter ID cards
    - Complete on-going in-person and on-line QVF training to maintain competencies with changes to the QVF system and Michigan election laws and procedures.
  - b. Manage Township Elections
    - Recruit and train Election Inspectors
    - Schedule Election Inspectors for Early In-Person Voting and Election Day shifts
    - Distribute and process Absentee Voter Ballots
    - Setup, maintain and test election tabulators, voter assist terminals and electronic poll book computers.
    - Conduct and document the results of Public Accuracy Tests of election tabulators and voter assist terminals.
    - Setup of Township Hall for Election Day voting.
    - Manage Election Day voting including answering voter and Election Inspector questions and issues.
    - Deliver election results and documents to the Marquette County Clerk on Election Day following the close and balance of the polls.
    - Manage the secure retention and destruction of election documents (in-person and absentee voter ballots, tabulator tapes, Public Accuracy Test results, absentee voter envelopes and other election related documents) according to Federal and State retention statutes.
3. Oath of Offices
  - a. Maintain Township Oath of Office Book
  - b. Administer Oath of Offices
4. Manage Payroll & Human Resources
  - a. Manage and secure employee records
  - b. Collect and validate timesheets
  - c. Process biweekly and monthly payrolls
    - In BS&A system
    - Print reports
    - Create ACH files and upload files to the bank portal
    - Print checks
  - d. Create and print W-2 in BS&A system
  - e. Create and electronically upload W-3

5. Manage Accounts Payable
  - a. Create invoices in BS&A system for all invoices
  - b. Create checks in BS&A system
  - c. Print checks
  - d. Create EFT entries in BS&A system
  - e. Create and print tax disbursement checks in BS&A system
  - f. Process Employee Reimbursements (mileage and purchases)
    - Review reimbursement requests
    - Create invoices and checks in BS&A system
    - Print checks
  - g. Track Board approval of expenditures
  - h. Create monthly Check Disbursement Report from BS&A system using Excel
  
6. Credit Cards
  - a. Manage credit card account, card holders and credit limits
  - b. Obtain, review and validate employee credit card expenditures and receipts according to Powell Township Policy
  - c. Process credit card expenditures in the BS&A systems and generate electronic payment.
  
7. General Ledger
  - a. In BS&A system
    - Maintain Chart of Accounts
    - Manual G/L Journal Entries
      - As requested by Treasurer
      - G/L Corrections
  - b. Create monthly Revenue and Expenditure Report from BS&A
  - c. Budget Amendments
    - Quarterly and monthly with Manual Journal entries in BS&A system
    - Expenditure monitoring and forecasting – all Funds and Departments
    - Create monthly or quarterly Budget Amendments report from BS&A system
  
8. Record Retention
  - a. Maintain inventory of all Township records (Excel)
  - b. Destroy Township records as required by State and Township record retention schedules/requirements
  
9. Ordinances and Resolutions
  - a. Update Website
  - b. Update Excel
  - c. Update the 3 resolution and ordinance books
  
10. Mail
  - a. Pickup at Post office (multiple times per week)
  - b. Open mail and inspect for cash or checks

- c. Distribute mail
11. Meetings – all Board, Committee and Commission
- a. Post all upcoming meetings to public posting boards and website
  - b. Publish public notice of meeting in the Mining Journal as required
  - c. Minutes
    - Prepare minutes of the Township Board meetings
    - Obtain minutes from Committees and Commissions
    - Maintain and post draft and approved minutes to website
12. Board Meetings
- a. Prepare and distribute package of reports and documents to Board members and department heads prior to each board meeting
  - b. Print/copy package of reports and documents for public.
  - c. Present and address questions from Board and public regarding the Check Register Report, Revenue and Expenditure Report and Budget Amendments Report
  - d. Zoom
    - Setup/take down camera and microphone
    - Manage Zoom meeting from PC during meeting
  - e. Obtain and sign all resolutions approved by the Board
13. Maintain Website
- a. Post all upcoming meetings and events
  - b. Post agendas, minutes and attachments from all Board, Committee and Commission meetings and hearings
  - c. Post all new Ordinances and Resolutions
14. IT
- a. Work with 906 Technologies to:
    - Update and manage computers, software, server, switches, routers, UPS, backups.
    - Manage User passwords, email accounts and Office 365 licenses
  - b. Manage Voicemail System (with vendor as required)
15. Budgets
- a. Participate in multiple budget hearings and workshops during the 4th fiscal quarter
  - b. Provide Board with prior period expenditure detail during Budget Hearings
  - c. Manage Clerk and Election budgets
  - d. Upload new budget into the BS&A system
16. Freedom of Information Act (FOIA) request Coordinator
17. Manage Insurance Coverage (general, buildings, vehicles and equipment)