



Job Description

Full-Time Deputy Recorder/

Accounts Payable/Receptionist

(September 15, 2025) Position open until filled

Hours: M-Th 7:30 a.m. – 5:30 p.m. Fri 8:00a.m. – 12noon. (Wednesday Evenings for City Meeting)	Range: \$21.00 - \$26.00
Department: Administrative	Department Head: Finance Director

DISTINGUISHING FEATURE OF THE CLASS:

The primary purpose of this classification is to perform various office tasks and duties related to accounting (specifically Accounts Payable) and to assist the City Recorder as the Deputy Recorder. Under the general supervision of the Finance Director/City Recorder, this role is responsible for overseeing accounts payable, transcribing city meeting minutes, answering phones, assisting customers, and other essential functions that support the City Recorder.

This is a full-time position, requiring at least 40 hours per week, including overtime. The schedule includes working on Wednesday nights (the 1st, 2nd, and 3rd Wednesday of each month), with additional hours as needed. This position also offers full benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Office

- Answers and directs phone calls, greets and screens visitors.
- Assists with customer utility payments and related inquiries.
- Types letters and reports accurately, and maintains various office files.
- Courteously handles and refers calls and ensures timely communication with the appropriate personnel.
- Receives and relays resident complaints promptly.

- Assists with city finance including miscellaneous accounts receivable, cash receipting, and audit support
- Performs other duties as needed.

Accounts Payable

- Code invoices with GL numbers and verify accuracy with Department Heads.
- Prepare invoice reports by the Friday before each council meeting for approval.
- Pay invoices on the 10th and 25th of the month, ensuring due dates are met.
- Enter invoice data in Caselle Accounts Payable, issue Purchase Orders when necessary, and follow the Steps Checklist for AP (Start to Finish).
- Print checks, verifying if return coupons are needed before mailing.
- Perform General Ledger updates with the check run on the 10th.
- Attach check copies to invoices, file hard copies, and store control copies in the safe room.

Deputy Recorder

- Prepare and distribute agendas, staff reports, and meeting packets by the Friday before city meetings.
- Verify staff reports for agenda items and post agendas and public notices in required locations.
- Take detailed minutes at City Council meetings (1st and 3rd Wednesday night), Planning and Zoning meetings (2nd Wednesday Night), DRC (Development Review Committee) meetings (Wednesday afternoons), and any other meetings as needed.
- Finalize minutes for approval and post agendas and approved minutes on city and state websites.
- Assist with city finance, including miscellaneous accounts receivable, cash receipting, and audit support.
- Assist with city elections and GRAMA requests, including becoming GRAMA certified.
- File records, handle county recordings, and attend professional group meetings to stay current on municipal government trends.
- Perform related duties as required.

NON-ESSENTIAL – MISCELLANEOUS

- Process and receipt utility payments in-person, and phone.
- Assist new utility customers with service sign-ups and billing inquiries.
- Schedule reservations for Knoll Park, Pavilions, and the Community Center.
- Maintain accurate records and create work orders as needed.
- Process Blue Stakes Notices daily.
- Assist with special events as needed.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of accounting and bookkeeping procedures.
- Extensive knowledge of computer operations, including a working knowledge of spreadsheets and word processing (i.e. Microsoft Office Products).
- Knowledge of keyboarding and be fluent in typing (35 WPM).

Ability:

- Ability to maintain effective working relationships with employees, other agencies and the public;
- Ability to think and act independently;
- Ability to work under pressure;
- Ability to communicate effectively, verbally and in writing.
- Ability to professionally work with angry customers.

Special Qualifications:

- Basic computer skills, especially in Microsoft Office Products.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from standard senior high school and two (2) years college level course work in accounting and office practices; or four (4) years of related experience; or any equivalent combination of education and experience.