

**JOB DESCRIPTION  
CITY OF HEFLIN, ALABAMA**

**JOB TITLE: ASSISTANT CITY CLERK**

**CODE: 102**

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**JOB DEFINITION**

This position consists of responsible accounting duties involving payroll, accounts receivable, and accounts payable. Responsibilities also include acting as assistant to the City Clerk as necessary to assist with internal audits and other financial related activities. Work is performed under the general supervision of the City Clerk.

**ESSENTIAL FUNCTIONS**

- Assist with special events.
- Maintain cemetery records and coordinate grave sites.
- Issue purchase orders
- Process receipts for accounts receivable.
- Answer phone and respond to information requests as necessary.
- Prepare City payroll and tax related reporting. Maintain payroll records and updates
- Maintain and verify Employee leave balances
- Issue building permits, fishing permits, business licenses, and pet registration.
- Schedule rentals, staffing and set up for the Arts Center.
- Complete paperwork for new employees, including taxes, insurance and retirement. Process changes as they occur.
- Purchase supplies for City Hall and other departments.
- Grant writing and administration.
- Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principles and practices of governmental financial accounting.
  - Thorough knowledge of the principles of modern office practices, procedures, and equipment to include use and understanding of computer systems.
  - Considerable knowledge of business English and correspondence preparation, spelling, and basic mathematics.
  - Considerable knowledge of general municipal operations and organizations to include legal requirements relating to the maintenance and preservation of municipal financial records, zoning regulations, building permit codes, and business license ordinances.
  - Ability to work with minimal supervision and to perform within established procedures and guidelines.
  - Ability to communicate clearly and concisely, orally and in writing.
  - Ability to maintain administrative and fiscal records and reports and to respond accurately and concisely to questions concerning accounts payable and receivable.
  - Ability to establish and maintain effective working relationships with elected officials, department heads, other employees, and the general public.
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**QUALIFICATIONS**

- Any combination of experience and training equivalent to considerable experience in accounting preferably in a governmental organization.
- Graduation from a senior high school with additional courses in finance and accounting is preferred.
- Experience in public relations is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- Incumbent is required to have computer skills.