The City of Hemphill
Is taking applications for the following position:

City Secretary/Accountant

DESCRIPTION

Under the direction of the City Manager's Office, appointed by the Mayor and City Council and supervised by the City Manager, the City Secretary/Accountant provides all administrative support for the City Council including maintaining and certifying all official public records, reports, minutes and historical documents; engrossing and enrolling all laws, resolutions and ordinances, posting all public notices, keeping the City Seal and oversees coordination of City elections. In addition, this position serves as the City's internal accountant, oversees utility billing and handles many human resource issues, including payroll, as well as serves as city office manager by directing and managing department staff. The position also oversees records management operation. This position requires a wide breadth of knowledge or the ability to learn the following: PUBLIC MANAGEMENT AND ADMINISTRATION, POLITICS, SOCIOLOGY, ETHICS, LOCAL GOVERNMENT LAW, MUNICIPAL BUDGETS & FINANCES, GOVERNMENTAL ACCOUNTING, MOTIVATION, PUBLIC RELATIONS, SUPERVISION, ELECTION LAWS.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

SALARY RANGE:
❖ $45,000 to $65,000 per year. Dependent on Qualifications.

BENEFITS:
❖ Medical/Dental/Vision Insurance
❖ Retirement
❖ Sick, Vacation, & Holiday Leave

RESPONSIBILITIES/REQUIREMENTS:

- Provides direction and vision to the City Secretary’s administrative team in the operation of the City Secretary's Office.
- Attends all meetings of the City Council and develops official minutes of the consistent with applicable laws.
- Maintain or assist in the maintenance of general ledger subsidiary records of financial transactions.
- Review and classify financial data and verify mathematical computations.
- Prepare standard financial reports from maintained records.
- Maintain records of receipts and obligations; audit and prepare vouchers for payment.
• Examine checks, vouchers and other documents for conformance with established laws and regulations.
• Prepare payroll and wage records and make computations to determine additions to or deductions from previously determined figures.
• Prepare manual journal entries on a daily, weekly, and monthly basis to book non-automated transactions, to allocate bulk expenditures, and reclassify general ledger account coding errors.
• Maintain a variety of accounts and ledgers; prepare monthly fiscal reports and special reports relating to the progress of specific accounts and/or projects.
• Prepare reports, information and financial records required by the City’s external audit firm as well as communicate on an as needed basis with the City’s external audit firm.
• Oversees federal and state reporting guidelines and deadlines for Texas Municipal Retirement System (TMRS), Texas State Comptroller of Public Accounts, Secretary of State, Department of Labor, Federal and FICA taxes, W-2’s, 1099’s, etc.
• Prepare forms and reports for the city’s health insurance provider and the city’s property, liability, and workers’ compensation insurance provider.
• Ability to oversee the administration of grants.
• Research and analyze transactions to resolve problems relating to account balances, budget overruns, and/or allocation discrepancies.
• Working knowledge of accounting principles and practices.
• Knowledge of MS office, databases, and accounting software. Prior experience with Tyler Technologies/Incode Invision Software is preferred.
• Ability to understand and apply established rules and regulations to the maintenance of financial records.
• Ability to respond and interact with citizens, grant consultants, auditors, engineers, and vendors.
• Assist with economic development projects and organize events to promote economic development
• Assist with a wide breadth of assigned projects related to financial management, public relations, and other city projects as assigned
• Administers departmental short-range and long-range goals, objectives, polices and priorities.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Ability to assist with cash collections, utility billing and accounts payable, as needed.
• Oversees the work of city office clerks, accounts payable clerk, municipal court.
• Ability to assist in other activities and special projects as needed or directed.
• Ensures City Council meetings are in compliance with the Texas Open Meetings Act, serving as a liaison with citizens requesting data from or appearances in front of Council, coordinates with City Council agenda items and conflict of interest statements as required by law.
• Assists the City Manager’s Office with preparation of the City Council agenda packets, city budget, and other city projects.
• Directs publication and posting of all legal notices.
• Holds and maintains the seal of the City of Hemphill and affixes the seal to all appropriate documents and authenticates by signature.

• Authenticate by signature and seal and record all ordinances, resolutions and proclamations of the City

• Serves as the Records Management Officer and oversees the Records Management division which is responsible for establishing, maintaining, updating and preserving all historical, public and legal records for the City in compliance with the Texas State Library and Archives Commission standards.

• Oversees and conducts all City elections held in conjunction with Hemphill ISD and coordinates/consults with Sabine County Clerk, which requires knowledge of the Texas Election Code.

• Administers the oath of office to all appointed and elected public officials before.

• Researches and prepares reports and recommendations on assigned issues and ordinances for City Council members.

• Ensures compliance with the Texas Public Information Act by overseeing requests for public information.

• Oversees preparation, administration, and monitoring of the department budget of the City Secretary’s Office.

• Directs and manages department staff including hiring, training, disciplining, coordinating, prioritizing, and reviewing work in conjunction with the city manager.

• Performs all duties required by law, ordinance, resolution for General Law Type A municipalities.

• Will be required to work some evenings and weekends.

• Travels to meetings, conferences and training.

• Regular and consistent attendance for the assigned work hours is essential.

• Knowledge of regulatory requirements, duties and responsibilities of a Texas City Secretary/ Municipal Clerk.

• Knowledge of Federal, State and City laws, rules, regulations, ordinances and codes governing municipal public record keeping, public meetings, alcohol sales, City elections, records and information management technology, and municipal administrative management practices and procedures.

• Knowledge of City policies and procedures.

• Proficiency in the use of computers and related equipment, hardware and software.

• Ability to answer questions regarding municipal regulations, ordinances, resolutions, and other official actions of the City, to ensure records and information is available to the public.

• Skill in effective oral and written communications.

• Skill in researching, analyzing and preparing reports/recommendations for public officials

• Skill in effectively supervising and delegating duties to assigned staff.

• Skill in resolving customer complaints and concerns.

• Bachelor’s degree in Business Administration with major in Accounting or Finance from an accredited university or Associates Degree in Accounting from an accredited university with extensive accounting work experience is required. Prior experience with governmental accounting is preferred. Experience in a managerial or supervisory role is preferred; however, an equivalent combination of education and experience may be considered.
• Possession of the Texas Registered Municipal Clerk (TRMC) Certificate with Texas Municipal Clerks Certification program is preferred, but a TRMC certificate will be required within two years of the conclusion of the selected candidate's probationary period.
• Certified Municipal Clerk Certification with International Institute of Municipal Clerks Association preferred.
• Must pass a pre-employment drug screen, criminal background check and MVR check.
• Must possess valid State of Texas Driver's License.
• Must possess or have the ability to become a Texas Notary Public.

FIRST REVIEW OF APPLICATIONS and RESUMES WILL OCCUR ON FRIDAY, July 13, 2018. Please note that all references and prior job experience will be verified prior to interview. This is a salaried position. All employment with the City of Hemphill is at-will. Applicants may obtain an application and full list of job duties at City Hall located at 211 Starr St., Hemphill, Texas or may contact Laure Morgan, Interim/Transitional City Manager at (409) 787-2251 or e-mail: lmorgan@cityofhemphill.com to have an application sent to you or to ask further questions. The City of Hemphill’s Application for Employment may be downloaded at http://www.hemphill.govoffice2.com click on the City Jobs tab on the left, then scroll to the bottom screen and click on the icon at the bottom. It is strongly suggested that a resume and cover letter detailing all job experience and skills and listing references be attached to the application. It is also suggested that transcripts or certificates of any schools or training attended be attached to your application and resume. This position is open until filled. The City of Hemphill is an Equal Opportunity Employer.