

Village of Brady

Village Clerk Duties

The job of the Brady Village Clerk will include, but is not limited to the following duties:

- Perform administrative and managerial work in municipal government.
- Advise the village Board Chairman and Trustees on financial matters and carry out village policy
- Prepare and maintain official municipal records
- Act as custodian for all village funds and records including balancing of checking, money market, savings and time certificate accounts
- Manage all operations of the village office
- Manage utility billing, fund accounting, payroll and billing disbursements
- File all tax forms and file year-end reports
- Prepare agendas, post meetings and publish notices and minutes for board meetings
- Assist the village treasurer with time certificate investments, bonds and all cash accounts
- Provide information to auditors, county government, state government, engineering and all other organizations that are working with the village with ongoing projects
- Update ordinance book as ordinances are changed or added, sign and seal. Be sure to send the updated copies to the courthouse or sheriff's department when needed
- Publish all public hearings in the newspaper – any meeting that has a hearing

Essential Job Functions:

Computer, QuickBooks, Microsoft Word, Excel Spreadsheet, Copy machine, scanning, faxing, hand tools.

Office Duties: Answer phone, help residents with concerns, filing, daily mail and weekly office cleanup.

General Bookkeeping Practice:

- Weekly deposits
- Biweekly payroll.
- Miscellaneous payables
- Monthly tax reports-state tax, federal tax
- Quarterly tax reports-unemployment tax, federal tax, state tax, state withholding
- Monthly invoices
- Monthly statements for accounts receivable
- Reconcile monthly bank statements for all bank accounts
- Work with the Board on changes to village CD's
- Collect past due accounts
- Send out past due letters and water shut off
- Put together quarterly reports for income & expense with graph by account for the board.
- Gather information for CPA for annual budget
- Gather information for highway allocation funds for annual budget
- Prepare for annual audit if approved by the board; if audit occurs, contact CPA for a list of required information

Monthly Board Meetings:

Second Wednesday of each month at 7:00 P.M.

- Must be present for all board meetings
- Assemble agenda
- Prepare balance sheet
- Email agenda and balance sheet to board members (usually the Friday before meeting) and include any other pertinent information
- Email the agenda to person or business listed on the agenda including the sheriff, organizations, etc.

- Compile all payables for the month and have checks ready for the board to review
- Follow up on anything the board may have discussed the night of the board meeting
- Post board meetings by noon Friday before the scheduled Wednesday meeting
- Type up the board minutes and post in three places: Brady Community Center, Flatwater Bank-Brady Branch and Brady Post Office. The village clerk is allowed 2 weeks to complete the minutes. Keep a copy located in the minute's book.

Planning Board Meetings:

- Post agenda 3 days before the meeting
- Email permits to all planning board members with a drawing

Fire Department

- Keep records of all Mutual Fire Organization Funds (MFO) and deposits to the fire board.
- Calculate gas & electric billing quarterly and send to fire board secretary for payment. Village pays half.

Work with Grant programs and Village projects:

- Collect monthly payments for rehab housing grants
- Write grants if possible
- Assist with all grant programs flowing through the village

Work with maintenance man on all water regulations

- Keep records of all that pertains to the water system
- Keep current spread sheets on all well readings

Public Hearings

- All public hearings should be published in the local newspaper

Community Center:

- Book parties & assist with any questions that the party renting might have
- Collect necessary paperwork for renting the center
- Describe in detail what is expected of the renter pertaining to cleanup and provide a tour of the facilities
- Order supplies for the center when needed
- Collect deposit & rent for the center
- Double check the community center at all times for cleaning

Community Involvement:

- Periodically update the Brady website
- Organize the Easter Egg Hunt
- Organize the Christmas Santa Night
- Organize and run Brady Days a 3 day event, schedule events, help with sign ups, post daily updates to Village of Brady Facebook Page, schedule street cleaning, schedule and run meetings for event organizers, order prizes, pay all bills, write all donation letters, work with food vendors, design forms for specific events, design and distribute posters for events, stock toilet paper, paper towels, garbage bags, and wash dish towels at community center, work with road crew, pick up trash, hang up banners, schedule porta potties, set up barricades, be available the entire weekend for any problems that come up, order trophies, take pictures, clean community center, take out garbage.
- During the month write the Brady Blade with information the Brady board and organizations would like printed; also with what's coming up that pertains to the village.

Brady Food Pantry:

- Assist anyone who may need food supply.
- Help with the food baskets.