

Manager & Clerk/Treasurer duties & responsibilities 2014

<u>Clerk/Treasurer</u>	<u>Manager</u>
Cemetery oversight/records	Budgeting
Accounts payable	Project planning
Payroll	Project administration
Tax accounting/oversight	Utility delinquencies
Utility billing/coordination	OAFD bookkeeping
Financial data entry	DPW oversight
Election oversight	Zoning oversight
Water system reporting	Street administration/reporting
Phones/counter	MISSDIG positive response
MERS administration	Emergency expense approval
DPW day-to-day/other day-to-day MWF	Grant applications/administration
Taking of commission minutes	Typing of commission minutes
Accounts receivable	Collective bargaining/contracts
Audit preparation	Ordinance enforcement
Banking/reconciliation/deposits	Legal matters
Office staff scheduling/training	DDA administration
Ordering and office maintenance	Planning commission