Deputy City Clerk / Finance Specialist

Key Facts

Department: Administration
Reports To: Finance Director
Salary Range: $58,635- $82,098
FLSA: Non-Exempt
Schedule: 8:00 a.m. – 5:00 p.m., Monday – Friday, with evening meetings, other hours as needed

Summary

The Deputy City Clerk/Finance Specialist supports the City Clerk and Finance Director by performing administrative, legislative, and financial responsibilities. This position assists in records management, agenda preparation, and legislative documentation while serving as backup to the City Clerk and HR Generalist. As the Finance Specialist, this role also handles all aspects of accounts payable and is the primary backup for payroll processing, ensuring accurate and timely processing of payments and compliance with city financial policies. This dual-role position is critical in supporting both administrative governance and financial operations of the City of Parkville.

Essential Job Functions

- Coordinate and prepare agendas, public notices, resolutions, ordinances, and other legislative documents.
- Serve as a backup for Board of Aldermen and Finance Committee meetings.
- Supports the payroll process and customer service counter as needed.
- Administer business and liquor licensing processes and maintain related records.
- Manage records according to legal retention schedules; fulfill public record requests and subpoenas.
- Process and maintain accounts payable, including invoice review, check processing, vendor communication, and annual 1099 generation.
- Provide general administrative support to the City Clerk, Finance Director, and front desk operations.
- Prepare reports and correspondence; assist in the development of strategic goals and departmental coordination.

Minimum Qualifications – you must meet these requirements to be considered for the job.

- Associate degree required; Bachelor's degree preferred (public administration, business, finance or related field).
- Minimum of five years' experience in municipal records, accounts payable and payroll experience preferred.
- Must be a Missouri Registered City Clerk through MoCCFOA or able to obtain within three years of hire.

- Preferred certification: Certified Municipal Clerk (CMC) or willingness to pursue.
- Valid driver's license required; notary certification required or ability to obtain.
- Ability to occasionally lift up to 30 pounds.
- Valid driver's license.

Knowledge, Skills and Abilities (KSAs) which may be representative, but not all-inclusive of those commonly associated with this position.

- Working knowledge of Missouri local government laws, records retention laws, and open meetings laws.
- Proficiency in Microsoft Office Suite and Adobe Acrobat; INCODE and CivicClerk experience desired.
- Strong data-entry and bookkeeping skills; attention to detail in financial documentation.
- Excellent written communication and grammar skills for correspondence and reports.
- Ability to interpret and apply complex legal and administrative documents.
- Strong interpersonal skills and customer service mindset.
- Ability to work independently and collaboratively in a fast-paced environment.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Standard office setting with adequate lighting, ventilation, and temperature control.
- Exposed to moderate noise levels common to office environments.
- May be required to attend evening meetings or perform duties outside regular hours.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to perform sedentary office tasks including prolonged sitting and typing.
- Occasional lifting and carrying of materials up to 30 pounds.

The City of Parkville is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.