

City of Lone Star

P.O. Box 218, Lone Star, Texas 75668
903-656-2311 * citysecretary@lonestartx.net
www.lonestartx.net

CITY SECRETARY JOB DESCRIPTION

The City Secretary of the City of Lone Star is the chief financial and administrative officer of the City. His/her duties include making sure that all the City's liabilities are paid in a timely manner, making sure that employees are properly paid and supervised, making sure that the minutes, ordinances, and other records of the City are kept in good order, running the City's elections according to Federal and State guidelines, preparing and maintaining the annual budget, and responding to any requests or needs from the Council, Mayor, or citizens of Lone Star. The listing below is a more detailed itemization of some of the regular duties although it is not totally inclusive of everything he/she may be required to do or oversee. The City Secretary reports directly to the Mayor and City Council.

LISTING OF CITY SECRETARY TASKS

DAILY TASKS:

- 1.) Post Deposit Slips from Banks 1
- 2.) Transfer any Water Deposit Credit Card Payments
- 3.) Transfer any General Fund Credit Card Payments
- 4.) Handle any administrative issues that may arise
- 5.) Handle any open records issues that may arise
- 6.) Supervise the water billing clerk
- 7.) Take water payments/utility customer service

WEEKLY TASKS:

- 1.) Post fine payment deposit from Court
- 2.) Transfer any Court Credit Card Payments
- 3.) Pay Accounts Payable (Vendors)

BI-WEEKLY TASKS:

- 1.) Pay regular bi-weekly payroll
- 2.) Pay State Unemployment Tax (if due)
- 3.) Pay Federal 941 Taxes
- 4.) Reimburse General Fund for W&S Payroll Expense
- 5.) Reimburse General Fund for Court Payroll Expense

MONTHLY TASKS:

- 1.) Record Water and Sewer Billing in QuickBooks
- 2.) Record Garbage Collection Billing in QuickBooks
- 3.) Record Youth Fund Billing in QuickBooks
- 4.) Record Court Receipts in QuickBooks

- 5.) Record Gaming Machine Billing in QuickBooks
- 6.) Pay Sales Tax to Comptroller
- 7.) Transfer Garbage & Sales Tax Payments to GF
- 8.) Transfer Youth Fund Payments to GF
- 9.) Transfer Game Machine Payments to GF
- 10.) Transfer Firemen's W&S Payments to GF
- 11.) Record Depreciation in W&S Fund
- 12.) Record Bad Debt Expense for W&S Billing
- 13.) Record Bad Debt Expense for Garbage A/R
- 14.) Reconcile All Bank Statements
- 15.) Post Interest to All Bank Interest Bearing Accounts
- 16.) Post Sales Tax Received from Comptroller
- 17.) Prepare Agendas for Council and EDC Meetings
- 18.) Prepare Financial Reports for Council
- 19.) Attend Council Meetings & Take Minutes
- 20.) Write Minutes & Update Minute Book
- 21.) Attend Economic Development Meetings
- 22.) Write Economic Development Minutes
- 23.) Publish Agendas and Minutes on Website

QUARTERLY TASKS:

- 1.) File 941 Form with IRS
- 2.) File Texas Workforce Commission form
- 3.) Get copy of Court payment to State & Reconcile
- 4.) Post Mixed Beverage Tax Rec. from Comptroller

ANNUAL TASKS:

- 1.) Prepare reconciliation of 941's to W-2 reports
- 2.) Print, Check, and File W-2's
- 3.) Prepare and Print 1099-Misc Forms
- 4.) Prepare Election Documents & Run Election
- 5.) Preparing and Maintaining the City Budgets
- 6.) Prepare Work Papers for Auditor
- 7.) Enter Audit Adjustments When Auditor is Through
- 8.) Prepare Insurance Renewal Documents for TML-IRP
- 9.) Prepare Renewal/Rerate Documents for TML-IEBP
- 10.) File Tier II Report
- 11.) Work with NETMWD to send out Water Quality
- 12.) Help the Mayor with the annual scholarships
- 13.) Maintain Election and Tax postings on website.

DO AS IT COMES UP:

- 1.) Set up a new vendor in accounts Payable
- 2.) Set up a new employee in Payroll
- 3.) Set up a new employee with Benefits
- 4.) File Workers Comp Claim
- 5.) File Damage Claim with Insurance
- 6.) Work with Engineers & Grant staff as required
- 7.) Handle correspondence as needed

- 8.) Handle any TCEQ issues with the PW Supervisor as needed
- 9.) Maintain City's website and digital sign

REQUIREMENTS:

- Minimum high school graduate or GED
- Must possess a valid Texas Driver's License
- Must be able to read and write in the English language
- Must be able to articulate and convey information in a professional manner.
- Must possess proficient customer service skills for dealing with citizens, officials, vendors and contractors.
- Must be able to answer telephone and email communications with proper etiquette.
- Must be proficient in Microsoft Windows, Microsoft Word, Outlook, Excel, Adobe Acrobat. Experience with QuickBooks is preferred.
- Strong work ethic attributes to dedicate the required time towards assigned job.

Application available at: <https://www.lonestartx.net/DocumentCenter/View/375/Application-for-Employment>

Email Application to citysecretary@lonestartx.net