TOWN CLERK/TREASURER BRIEF DESCRIPTION OF DUTIES

In Indiana, the elected town clerk-treasurer is the chief financial officer and keeper of records, serving a four-year term. They manage all municipal funds (accounts payable/receivable, investments), prepare budgets, maintain official records/ordinances, and act as clerk for town council meetings. They are crucial for legal compliance, reporting, and, in some cases, breaking tie votes.
Key duties of an Indiana town clerk-treasurer include:

- **Financial Management:** Receives, manages, and invests all town money; pays bills only upon council approval.
- **Budgetary Responsibility:** Prepares annual budget estimates, financial statements, and assists with tax rate calculations.
- **Record Keeping:** Maintains records of all proceedings, ordinances, resolutions, and council minutes.
- **Administrative Duties:** Oversees personnel records, completes state/county reports, issues licenses, and collects fees.
- **Council Meetings:** Attends all council meetings, acts as clerk, and may break tie votes.

Legal Authority: The position's powers and duties are primarily defined by *IC 36-5-6 (Chapter 6. Town Clerk-Treasurer)*, along with local municipal codes and Indiana State Board of Accounts directives.

For more detailed duties, training, conferences, and materials visit websites below:

Indiana State Board of Accounts;

https://www.in.gov/sboa/

Accelerate Indiana Municipalities (AIM)

https://aimindiana.org