

## **JOB DESCRIPTION – CLERK/TREASURER**

**JOB TITLE:**

Village Clerk/Treasurer

**DEPARTMENT:**

Office of the Clerk/Treasurer

**REPORTS TO:**

Village Administrator

**EMPLOYEES SUPERVISED:**

Deputy Clerk/Treasurer I, Deputy Clerk/Treasurer II

**INTERRELATIONSHIPS:**

The Village Clerk-Treasurer has frequent contact with Village staff and board members; all Village independent contractors; other local, county and state government officials and agencies; various consultants, developers, engineers and vendors; and other persons requiring information.

**POSITION SUMMARY:**

The Village Clerk-Treasurer shall be responsible for performing those duties required by Sec. 61.25 and 61.26 of the Wisconsin Statutes and for the water and wastewater utility accounting/billing responsibilities. The Village Clerk-Treasurer works under the direction of the Village Administrator to carry out the day-to-day administrative tasks associated with municipal government.

This position performs a variety of responsible administrative duties in maintaining official records, issuing licenses, conducting and overseeing all Village, State and Federal elections. The Clerk is required to attend the meetings of the Village Board, Board of Review and other meetings as assigned. The position is responsible for the maintenance of official records of proceedings and other official Village records that are required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- To attend all meetings of the Village Board and maintain a complete journal of the proceedings of that body, unless otherwise directed by the Village Administrator; and
- To perform any duties prescribed by law relative to elections; to keep subject to inspection all election returns required to be filed in the Clerk's office; to notify persons elected or appointed to Village offices; to transmit to the County Clerk, within 10 days after election or appointment and qualification, a certified statement of the name and term for which elected or appointed, of the President, Clerk, Treasurer, and Assessor; to the Clerk of the Circuit Court immediately after their election or appointment and qualification, a like statement of the time and term for which elected or appointed of every Municipal Judge, and
- To be the custodian of the corporate seal and to file as required by law and to safely keep all Records, Books, Papers or Property belonging to, filed, or deposited in the Clerk's Office, and deliver the same to the Clerk's successor when qualified; and to keep a record of all Licenses, Commissions, and Permits granted or authorized by the Village Board and the purpose for which they have been issued; and
- To make a Village Tax Roll and to deliver to the County Treasurer, on forms provided by the Wisconsin Department of Revenue, a Statement showing the total amount of all taxes levied in the Village; and

- To annually notify the County Treasurer before February 20<sup>th</sup> of the proportion of property tax revenue and of the credits under Wisconsin Statutes Section 79.10 that is to be disbursed by the Taxation District Treasurer to each taxing jurisdiction located within the Village; and
- To receive all monies belonging or accruing to the Village or directed by law to be paid to the Village Treasurer, except as provided in Wisconsin Statutes Section 66.0608; and
- To deposit upon receipt the funds of the Village in the name of the Village in the public depository designated by the Village Board; and
- To keep just and accurate detailed accounts of all transactions showing when, to whom, and for what purpose all payments are made, in books provided by the Village Board, and preserve all vouchers filed in the office; and
- To deliver to the successor when qualified all Books of Account, Papers, and Property of the Village Office and all money on hand as Treasurer; and
- To perform such other duties and exercise such powers as required by Wisconsin and/or Federal Law or which may be delegated to the Village Clerk-Treasurer from time to time by the Village Administrator.
- Manages investment of Village funds in accordance with investment policies and goals, and local, state and federal regulations.
- Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances.
- Perform all election duties as required and maintain all election records and property used in conjunction with holding of elections.
- Publish all legal notices; file and preserve all contracts, bonds, oaths of office and other documents
- Issue all licenses required by ordinance or statute.
- Prepare the tax roll and tax notices required by the State of Wisconsin
- Attend meetings, take minutes and maintain files for the Village Board and such other official boards and commissions as may be directed; performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested. Prepares and distributes agendas, materials, minutes and records of meetings.
- Maintain a file on all Village records, ordinances, resolutions and vouchers;
- Type and distribute reports for the Board and for federal and state agencies;
- Audit and obtain approval on claims charged against Village;
- Prepare financial and bank statements;
- Assist the Village's contracted Assessor and Building Inspector in maintaining property assessment and building records;
- Reconciles cash drawers (village/utility)
- Administer oaths and affirmations;
- Maintain fiscal records for the Village.
- Issue licenses to various vendors in Village.
- Verifies assessment roll, changes from Board of Review, prepares and files statements of assessment and statement of taxes, prepares mill rate worksheet, verifies tax roll balances. Responsible for all phases of Village tax collections including settlements; Make reports to the State on assessments and TIF districts;
- Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all Village Operations;
- Develop and implement improved internal control and financial reporting procedures as necessary or as requested;

- Collect all taxes for the Village and other taxing bodies;
- Invest idle funds for maximum interest earnings;
- Prepare monthly financial reports;
- Maintain payroll records;
- Prepare check vouchers for payment of approved claims for signature;
- Assist Administrator with the preparation and compilation of the annual Village budget;
- File financial and other reports with various state agencies;
- File insurance claims on behalf of the Village;
- Make property tax settlements with the County Treasurer and turn over to school district and other taxing units their proportionate share of property tax collections;
- Advertise for bids, receive them and summarize the results;
- Pay money only on the written order of the President, Administrator, or department head and countersigned by the clerk and specifying the number thereof, the payee and the amount and the object for which drawn.
- Render an account and settlement of all official transactions to the board at its last meeting prior to the annual election, and at all other times when required by the Administrator or Board.
- Issue purchase orders;
- Coordinate, supervise and conduct elections;
- Maintains a central accounting system for Village government and departments in a manner consistent with accepted municipal accounting principles and practices.
- Signs all documents requiring treasurer's certification;
- Assist contracted auditors on an ongoing basis;
- Monitor W-2 information as well as issuing and reconciling 1099 information;
- Submit necessary paperwork for funding received through grants;
- Stay current on technology advancements and make recommendations relative to software and hardware;
- Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested.
- Reconciles general ledger to various cash reports. Prepares monthly financial statements and other statistical or operational reports as assigned.
- Answers cash management and investment related questions.
- Plans, prepares and gathers documents and reconciliations for annual audit.

**ADDITIONAL REQUIREMENTS:**

- Ability to maintain confidentiality of communications, documents, and other matters.
- Ability to operate a telephone, understand callers and respond orally with appropriate information.
- Attend required meetings, provide information/leadership as appropriate and participate actively in any work group or committee assignments.
- Considerable ability to communicate well, both orally and in writing.
- Considerable ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relation problems courteously and tactfully.

- Maintain knowledge and skills in the operation of various technological systems.
- Provide assistance to other departments and agencies as appropriate.

**PERSONAL ATTRIBUTES REQUIRED:**

Must have thorough knowledge of department policies, procedures, and services. Must be service oriented. Must demonstrate the ability to establish and maintain effective working relationships by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness, safety, and accuracy. Must be able to maintain self-control under stressful situations and work load pressures without exhibiting negative behaviors. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility. Must be able to assume responsibility and work with a high level of independence. Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

**EDUCATION, EXPERIENCE AND TRAINING REQUIRED:**

- Education: BS in Applied Management or BS in Accounting, or related field preferred; Associates Degree in Accounting required. Certified Municipal Clerk (CMC) through the Wisconsin Clerk's Association.
- Experience: Three to five years' experience as a municipal or deputy clerk, a minimum of 2 year's Supervisory experience
- Education and experience combination which provides equivalent knowledge, skills and abilities to the above is acceptable.

**ESSENTIAL PHYSICAL / MENTAL REQUIREMENTS:**

- Must be able to sit, stand, walk and climb with or without back support.
- Must be able to perform light work, frequently lifting up to 10 pounds and infrequently lifting up to 30 pounds.
- Must be able to communicate effectively with employees and the public both in person, in writing, at meetings and over the telephone to provide information and assistance.
- Must be able to move throughout the village and surrounding area.
- Must be able to reach all directions and bend/stoop to inspect projects, use telephone, calculator and computer.
- Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- Visual activity requires the ability to tolerate periods of close paperwork, use of computer and other functions with some degree of visual monotony.
- Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
- Must be able to complete job duties in an indoor or outdoor work environment with some exposure to temperature extremes, background noise, odors, hazards and frequent interruptions are the norms.
- Must have the ability to maintain concentration and focus on both repetitive tasks and lengthy and often complex projects.
- Must be able to cope effectively with periodic stress brought about by time pressures and deadlines and/or conflict situations which may arise.
- Must demonstrate ability to utilize basic math skills of addition, subtraction, multiplication and division.
- Must be able to communicate effectively both orally and in writing, provide and follow instructions, and be able to comprehend complex written material and requests.
- Must demonstrate excellent English language skills, including spelling, grammar and proofreading.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are

essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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Signature – Village Clerk/Treasurer Date

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Signature – Village Administrator Date