

# CLERK / TREASURER

## GENERAL NATURE OF POSITION

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The Village/Town Clerk/Treasurer is a statutory position and is responsible for performing those duties required by Sections 60.33, 60.34, 61.25, and 61.26 of the Wisconsin Statutes. The Village/Town Clerk/Treasurer is appointed by the Village and Town Board and organizationally reports to the Village/Town Administrator. The Clerk/Treasurer performs administrative duties in maintaining the official records, issuing licenses, and conducting and overseeing all Village/Town, State, and Federal Elections. The Clerk/Treasurer is required to attend the meetings of the Village/Town Board, Board of Review, and other meetings as assigned. The person in this position is responsible for the maintenance of the official Village/Town records and of proceedings and other official records that are required by statute or Village/Town Board requests. The Clerk/Treasurer position requires continuing education to stay current with the changes in state statutes, regulations, and administrative code affecting the Village/Town. The Clerk/Treasurer assists the management of the Village/Town finances by helping with the preparation of the annual Village/Town and Utilities budgets. Duties include, but are not limited to (see list below): overseeing the sewer and water utility billing account information, approving journal entries, preparing information for tax roll, confirming delinquent accounts, assisting in processing utility information for PSC yearly report, and assisting auditors on an ongoing basis. The Clerk/Treasurer also assist the Village/Town Administrator preparing grant applications. This is a full-time, non-represented, salaried and exempt position.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs duties as described in section 61.25 and 61.26 of the Wisconsin State Statutes.
- Maintains files on all Village/Town records, ordinances, resolutions, and fiscal information.
- Publishes all legal notices, maintains Village/Town files, preserves all contracts and bonds.
- Administers oaths of office and affirmations.
- Attends meetings, takes minutes, and maintains files for the Village/Town Board and such other official boards and commissions as may be directed. Prepares and oversees proper posting of and distribution of agendas for meetings.
- Issues all licenses required by ordinance or statute.
- Coordinates, supervises, and conducts elections. Submits election records to State Election Commission and ensures that all voting machines and other equipment is in working order.
- Assists Village/Town Assessor in maintaining property assessment and building records.
- Schedules Board of Review meetings to comply with state statutes, verifies assessment roll. Board of Review adjustments prepares and files statements of assessment, and statements of taxes, prepares mill rate and TID worksheets, and verifies tax roll balances.
- Makes property tax settlements with the county Treasurer and distributes to the school district and other taxing units their proportionate share of property tax collections.
- Is responsible for the collection of taxes for the Village/Town.
- Is responsible for the collection of Special Assessments and maintenance of database.
- Receives, reviews, and distributes to the proper authority any claims charged against the Village/Town. Files insurance on behalf of the Village/Town.
- Advertises for bids, receives them, and summarizes the results.
- Oversees the deputy clerk, deputy treasurer, Clerk I, elections clerk, elections inspectors, and any other positions as designated by the Village/Town Board.

- Acts in a supervisory capacity regarding daily management of Front Office Personnel as a liaison between Elected Officials and Paid Represented and Non-Paid Represented Employees and oversees daily business functions.
- Signs all documents requiring Clerk/Treasurer's certification.
- Handles bidding and selection of Insurance firms. Filing claims and reporting for liability and workers comp.
- Assists the Village Administrator with employee benefit implementation.
- Performs reconciliation of the Wisconsin Retirement System for eligible employees.
- Performs reconciliation of the State of Wisconsin WT-6 form for state withholding tax.
- Review receivables and reconciliations for the monthly ambulance billings through LifeQuest.
- Takes care of Liquor and miscellaneous licensing administration and reporting.
- Manages investments of Village funds in accordance with investment policies and goals of the Village/Town Board and local, state, and federal regulations. Reviews bank statements.
- Completes daily bank deposits.
- Review & approve journal entries.
- Record keeping, billing, collections, banking, investments, accounting and financial reporting of all Village/Town Operations.
- Oversees the reconciliation of cash drawers.
- Develops and implements improvements to internal control and financial reporting procedures as necessary or as requested.
- Oversees preparation of check vouchers.
- Authorizes payment of approved bills.
- Assists Administrator with the preparation and compilation of the annual Village/Town Budget.
- Files financial and other reports with various state agencies.
- Works with the Accounting Manager to maintain a central accounting system for the Village/Town government and all departments in a manner consistent with accepted municipal accounting principles and practices.
- Reviews reconciliation various accounts, including but not limited to lottery credit, mobile homes, reimbursement funds, bank statements, cash and investment funds, insurance, donation funds, ambulance billings, etc.
- Stays current on technology advancements and makes 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.
- Complete tasks as assigned by Village/Town Administrator.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Complete election training as described in Section 7.15(1m) of the Wisconsin State Statutes to conduct elections prior to the first scheduled election from appointment.
- Notary Public certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.
- Valid Driver's License with good driving record.

## **EDUCATION AND/OR EXPERIENCE:**

- Graduation from a college or university with a bachelor's degree in Public Administration or related field desired with 1-3 years of municipal accounting and clerk experience.
- Certified Clerk or Treasurer desired.

## **SKILLS AND ABILITIES:**

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible. Must be able to work independently.
- Ability to multi-task on daily basis (perform accounting functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.
- Knowledge of applicable state and federal laws concerning elections, and municipal borrowing and investments.
- Ability to analyze accounting/financial data, make reports, and keep records.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Effectively communicate orally and in writing with the general public.
- Excellent math and general office skills.
- Ability to read and understand maps, including zoning and plat maps.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 50 pounds occasionally.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.
- Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving, all percentages could vary depending upon duties performed that day.

## **WORK SCHEDULE:**

- This position is located at Village/Town Hall in Somers with office hours 8 a.m. to 4:30 p.m., some evening and weekend work is required.