

## Position Description

Class Title: City Treasurer/Deputy Clerk  
Department: City Clerk/Treasurer's Office FLSA Status: Exempt  
Location: City Hall Position Status: Regular Full Time  
Date: February 10, 2023

### GENERAL PURPOSE

This exempt position is responsible for administrative and supervisory work in planning, organizing, and coordinating activities in the administration of City government through the Clerk/Treasurer's office. Duties are administrative/financial/analytical and complex in nature, involving highly specialized financial, budgetary, debt and grant management, administrative, clerical, and supervisory duties.

### SUPERVISION RECEIVED

An employee in this position works under the broad policy guidance of the City Administrator and Mayor.

### SUPERVISION EXERCISED

This position provides administrative direction and supervision over assigned personnel and support staff. Coordinate activities with other departments, staff, and agencies as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES CITY TREASURER/DEPUTY CLERK

- Work with the City's Auditing firm
- Work with department heads to process annual and monthly reports and payments.

### TREASURER

- Ensure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenue and expenditures in to ensure sound fiscal control; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Utilize accounting principles and practices as it relates to the monthly balancing of accounts including cash, bank reconciliation, and journal entries.
- Perform cost control activities monitoring municipal revenues and expenditures to ensure sound fiscal control.
- Oversee the preparation of the monthly sales tax report and filing of information electronically with the Wisconsin Department of Revenue.
- Oversee the preparation of the loan payments, reports, balances, and delinquencies; distribute to appropriate personnel.
- Manage annual calculation of the payment in lieu of tax for each loan as appropriate ensuring proper notification to each.
- Process receipts, including tax payments and verify balances; copy & distribute bankruptcy and foreclosure papers as received.
- Manage the block grant reports, review of administrative billings, processing of satisfactions, and subordinations; research information as requested from files.
- Manage existing and new debt service including working with financial advisor, banks, bond counsel and bond rating agency as required.
- Work with the auditors, regulatory, and other personnel in the review of city records to complete the annual financial audit.
- Manage investment of municipal assets; monitor investment trends and opportunities; monitor

and advise the Council and City Administrator of proposed legislative or administrative rule changes impacting financial management.

- Administer the investment program by maintaining required investment records and preparing related reports as required.
- Assume management responsibility for the city's financial services and activities including accounting, reporting, billing, payroll, accounts payable, accounts receivable and purchasing.
- In conjunction with the City Clerk, manage collection of various taxes, licenses and fees, including but limited to: Premier Area Sales Tax, Room Tax, Personal Property Tax, property tax, operators licenses, liquor and beer licenses, pet licensing, zoning permits, swim lessons, park fees, and other relevant taxes and fees as required.
- Working with the various City Departments, assist with budget preparation.
- Prepare various financial, statistical, or operational reports as assigned.
- Balance cash drawers and prepare deposits when needed.

#### HUMAN RESOURCES

- Process payroll for all City Departments.
- Assist with IRS reports, sick leave payouts and other year-end reporting requirements.
- Balance all health and life insurance billings with payroll records/reports; prepare necessary payment vouchers, record journal entries, and verify ACH withdrawals; confirm any billing corrections are processed as requested.
- Advise employees and answer human resources questions as needed, including information on employment benefits offerings.
- Process new employees for payroll and benefits.

#### SUPERVISORY

- Supervise subordinates in performing duties; help to review for errors, exactness, and conformance to policies and procedures; provide guidance as needed; analyze workflow to determine expedited procedures, study and standardize procedures to improve efficiency and effectiveness of operations, and organize workloads and staff assignments.
- Create and maintain a mutually respectful and empowering culture that encourages new ideas and ongoing professional growth; promote harmony among workers and resolve interpersonal issues and promote effective working relationships with all employees and management.
- Train and motivate staff and direct changes as needed, including discipline or resolving grievances.
- Provide leadership and direction in the performance of department responsibilities and provide advice to other department heads in areas of expertise.

#### ANALYSIS

- Gather, interpret, and prepare data for studies, reports, grant applications and recommendations for decision-making purposes; work with other departments and agencies regarding risk management, safety, and maintaining insurance contractual requirements.

#### GENERAL/PERIPHERAL DUTIES

- Manage assigned operations and duties to achieve goals within available resources.
- Participate in professional development organizations and programs; maintain knowledge of new trends and innovations within the scope of the position.
- Maintain prompt, predictable and regular physical attendance.
- Provide truthful/accurate written and verbal communications.

- Communicate official plans, policies, and procedures to staff and the general public. Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Perform other related duties as assigned.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience

- A Bachelor's degree from an accredited college or university with major course work in business administration, accounting, economics, public administration or a closely related field; and
- Five (5) or more years' related experience; or
- Any equivalent combination of education and progressively responsible experience; additional work experience may be substituted for the required education.

### Certificates and Licenses

- A Certified Wisconsin Municipal Clerk (WCMC)
- WCMC designations must be obtained within four (4) years or as mutually agreed upon with council.
- Notary public certification or the ability to obtain within six (6) months of hire.
- Must be bondable.

### Necessary Knowledge, Skills, and Abilities

- Ability to perform basic functions of MS Office suite products; ability to utilize computer technology to access, retrieve, or input information.
- Proficiency in QuickBooks
- Ability to plan, organize and supervise clerical workers and assigned staff. Extensive knowledge of office practices and procedures.
- Ability to communicate effectively, both verbally and in writing with a wide range of employees, management, elected officials and the community using diplomacy and tact.
- Knowledge of pertinent Federal, State, and local laws; codes and regulations pertaining to financial reporting, accounting, investing, payroll, purchasing, and budgeting.
- Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.
- Working knowledge of the principles and practices of modern public administration.
- Experience or working knowledge of Governmental Fund Accounting along with governmental accounting principles and practices. Ability to perform fundamental business mathematics. Reconciling and analyzing accounts and funds.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure.
- Ability to identify and analyze problems; evaluate alternative solutions; and make sound judgments, especially in stressful situations.
- Ability to establish and maintain an effective working relationship with employees, management, elected officials, members of the community, and peers within other municipalities.
- Ability to think logically and to make decisions.
- Willingness and ability to meet deadlines as given.
- Ability to exercise the judgment, decisiveness, and accuracy required in situations involving the evaluation of information.

#### TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft-based software (Word, Excel, Outlook, etc.) software; QuickBooks accounting software, 10-key calculator; copy, postage and fax machines; telephone; various software used within the department; and any other tools and equipment available for use within the department.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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.

##### Physical Demands

While performing the duties of this job, the employee is frequently required to sit; talk; hear; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

##### Work Environment

In the normal course of work this position is typically exposed to an office setting that is usually moderately quiet. There are frequent time pressures placed on this position including rushed jobs, urgent deadlines, and other similar time pressures. There are frequent time interruptions including telephone calls, visits from employees and city residents or other distractions.

#### SELECTION GUIDELINES

Formal application, rating of education and experience, interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

STATE STATUTES: 62.09 (9)

#### (9) TREASURER.

(a) Except as provided in s. 66.0608, the treasurer shall collect all city, school, county, and state taxes, receive all moneys belonging to the city or which by law are directed to be paid to the treasurer, and pay over the money in the treasurer's hands according to law.

(b) The treasurer shall keep a detailed account in suitable books in such manner as the council shall direct. The treasurer shall keep in a separate book an account of all fees received. The treasurer's books shall at all reasonable times be open to inspection.

(c) The treasurer shall each month at the first meeting of the council and as often as it shall require make to the council a verified report of moneys received and disbursed and of the condition of the treasury. Ten days before each regular city election the treasurer shall file in the clerk's office a full and minute verified report of moneys received and disbursed, tax certificates, vouchers and other things of pecuniary value in the treasurer's custody, and of all transactions of the treasurer's office from the date of the preceding like report.

(d) The treasurer may receive no compensation except the salary fixed by the council. If the treasurer sells property for the payment of taxes, the treasurer may also receive any fee a constable would receive for this service. The treasurer shall deposit all other fees he or she collects into the treasury at the end of each day.

(e) Except as provided in s. 66.0608, the treasurer shall deposit immediately upon receipt thereof the funds of the city in the name of the city in the public depository designated by the council. Such deposit may be in either a demand deposit or in a time deposit, maturing in not more than one year. Failure to comply with the provisions hereof shall be prima facie grounds for removal from office. When the money is so deposited, the treasurer and the treasurer's bonders shall not be liable for such losses as are defined by s. 34.01 (2). The interest arising therefrom shall be paid into the city treasury.

(f) The treasurer may in writing, filed in the office of the clerk, appoint a deputy who shall act under the treasurer's direction and in the treasurer's absence or disability, or in case of a vacancy shall perform the treasurer's duties. The deputy shall receive such compensation as the council shall provide. The acts of such deputy shall be covered by official bond as the council shall direct.