

Village of Slinger

Position Description

Name:		Department:	Administration
Position Title:	Treasurer/Deputy Clerk		
Date:	September 2020	Reports To:	Village Administrator

General Nature of Responsibilities:

Directs all financial activities of the Village.

Responsible for duties and activities as provided in Wisconsin Statutes.

Assists the Village Clerk in conducting local, state and federal elections.

License/Certification/Experience Requirements:

Must meet requirements as set forth in §61.25 and §61.26, Wisconsin Statutes.

Minimum four (4) years double entry accounting experience in a municipal organization or equivalent.

Work Permit Officer.

Must be bondable.

Education/Continuing Education:

Bachelor degree in accounting, business administration or related field.

Prefer Certified Public Accountant

Skills, Knowledge and Abilities:

Knowledge of state law and local ordinance requirements related to the operation of Village government.

Knowledge of election laws and related requirements.

Knowledge of government budget requirements and generally accepted accounting practices.

Knowledge of Electric, Sewer, Water and Stormwater Utility accounting and reporting requirements.

Ability to operate the Village's data processing system including word processing.

Ability to prepare and interpret financial statements and reports.

Ability to plan, organize, assign and supervise the work of subordinate employees.

Ability to establish and maintain effective working and public relationships with a wide variety of individuals.

Specific Examples of Job Duties:

Assists in the preparation of official agendas for all meetings.

Attends all Village Board, Board of Review and Redevelopment Authority meetings and prepares minutes as appropriate.

Serves on the Revolving Loan Fund Committee.

Assists in the publication of notices of public hearings as required.

Aids the administrator and department heads in the preparation of the Village's annual budget.

Processes and maintains Village and Utility receivables and payables.

Monitors financial activity to ensure compliance with adopted budget and distributes information on budget status.

Supports the Clerk in conducting local, state and federal elections.

Provides information to the public on elections, assessments, ordinances and codes.

Responsible for risk management functions in cooperation with the Village Attorney and the Village's insurance carriers.

Works with the Clerk to ensure that developer Letters of Credit are maintained and kept current.

Prepare, calculate and collect fees for all bills relating to the electric, sewer, and water utilities and administer and maintain all regulations and records set forth by the PSC, DNR and local ordinances.

Prepares and submits rate case applications to Village Board and the PSC for Electric and Water Utilities. Prepares and recommends rate actions to Village Board for Sewer and Stormwater Utilities.

Prepares a variety of official and unofficial reports for federal and state agencies.

Responsible for the preparation of tax bills and the collection of property tax payments for the Village, County, Vocational/Technical College, State and School District.

Coordinates the Village's participation in the annual audit of Village and Utilities funds.

Responsible for preparation, administration and audit of state recycling grant programs.

Arranges for special assessments to be placed on tax rolls.

Supervises payroll and related functions.

Reviews and submits federal and state employment tax reports.

Evaluates retirement, life insurance, liability insurance and health insurance programs in conjunction with the administrator.

Administers rules and regulations and collects fees for Mobile Home Court.

Performs such other tasks as may be assigned from time to time.

Supervisory Responsibilities:

Supervises the Deputy Treasurer.

Work with Village Administrator to assure employees receive adequate opportunities for training, conferences, meetings, schools, etc. provided funds have been budgeted for these activities. Assist Village Administrator in evaluating employee performance, recommending salary and wage scales, and promptly resolving personnel problems or grievances.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to utilize a wide variety of descriptive data and information, such as State statutes, State, Federal and County reports, agency regulations, and time and equipment records.

Ability to communicate effectively with Department employees, property owners, vendors and suppliers, and other government agencies.

Must provide a high level of customer service to Village residents and business owners by promoting a friendly, courteous and professional work environment.

Must be able to assume responsibility and work with independence and work as a team member and understand timeliness.

Mathematical Ability

Ability to add, subtract, multiply and divide, calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time.

Must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Must be able to reach in all directions and walk, stoop and kneel.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to work abnormal hours and attend meetings that may continue into the late evening. The noise level in the work environment is usually moderate.

The Village of Slinger is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description approved by the Village Board on _____.

Employee's Signature

Supervisor's Signature

Date

Date