

**VILLAGE OF WEST BARABOO
CLERK/TREASURER
JOB DESCRIPTION**

General Statement of Duties:

Performs all required statutory duties of Village clerk/treasurer as set forth in Wisconsin Statutes §61.25 and 61.26 and performs such additional duties as may from time to time be directed by the Village Board. The employee performs responsible work of a clerical nature in the area of municipal accounting, bookkeeping and finance and does related work as required.

Distinguishing Features of the Position:

The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission, Village ordinances, and the Village Board and is executed accordingly.

The position reports to the Village President and Village Board. The position supervises the Deputy Clerk Treasurer.

The Village Clerk/Treasurer shall be appointed by a majority vote of the members-elect of the Village Board for an indefinite term subject to removal by the Village Board pursuant to Wis. Stat. § 17.13(1).

Accounting:

- Manages the annual budget and monitors budgeted revenues and expenditures for all funds.
- Reconciles general ledger accounts and bank accounts.
- Manages municipal funds, including general, debt service, capital projects, TIF, utility, and revolving loans.
- Prepares and reviews financial reports and information with the Village Board, Committees, and Commissions.
- Updates the general ledger in a timely fashion.
- Processing accounts receivable.
- Assists the deputy clerk/treasurer in processing accounts payable and payroll when the deputy clerk/treasurer needs assistance.
- Maintains files of completed Form 1099s for all payees.
- Prepares deposits.
- Manages Village investments.
- Manage debt and make debt service payments.
- Oversees the audit of the Village financial statements.

Permits & Licenses:

- Processes applications for all permits and licenses issued the village in accordance with applicable state statute or village ordinance.
- Prepares and publishes notices of licenses or permits whenever required by state statute.

Taxes:

- Adds special assessments and delinquent water, sewer, garbage and recycling bills to the tax roll.
- Prepares paperwork for charge back of rescinded or refunded taxes.
- Completes levy limit worksheet, statement of taxes and statement of assessment reports.
- Coordinates mailing of tax bills to property owners.
- Answers question from public about property assessment and property taxes.

Elections:

- Maintains the statewide voter registration system database (WisVote).
- Conducts and administers elections.
- Schedules and trains election workers.
- Processes absentee ballots.

Meetings:

- Attends and records meetings and transcribes minutes of their proceedings.
- Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the board and all meetings of all committees, commissions of the village.
- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the designated locations in a timely fashion, distributed by email for requesting parties, and posted on the village's web site.
- Responsible for meeting follow-up, including writing, posting and publishing meeting minutes and posting such minutes on the village's web site.
- Maintains all resolutions and ordinances.
- Administers oaths of office.

Utility Billing:

- Prepares monthly meter reading books and assists meter readers in obtaining accurate information.
- Processes meter reading data, prepares, prints and mails utility bills including billing inserts and past due notices.
- Runs monthly utility usage reports and contacts utility customers as necessary.

- Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs.
- Receives utility payments and other revenue payments, posts in Cash Receipting program to appropriate accounts, and assists in preparing utility financial reports.
- Balances the utility payments and prepares bank deposits.
- Maintains current utility customer account files by setting up, closing and amending utility accounts.
- Maintains and updates meter change-outs and testing program schedule.
- Assists in reconciling utility billing activity with the general ledger.
- Receives calls and visits from the public concerning utility billing or services and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate person.

Miscellaneous:

- Assists the general public in problems pertaining to village matters and handles general complaints either in person, on the telephone, or by email.
- Manages insurances including renewals and claims for property, liability, excess, employment liability, automobile, and bonds.
- Manages public records retention and disposal.
- Oversees work of Deputy Clerk-Treasurer and performs duties and tasks when necessary.
- Takes daily bank deposits to the bank.
- Processes requests for reservations of park shelters.

Working Conditions & Physical Demands:

The work condition characteristics and physical demands described here are representative of those an employee encounters, or those that must be met, to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- Noise level in the work environment is usually quiet to moderate.
- Work may occasionally require travel, including overnight stays, for training and continued education purposes.
- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.

- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Desired Minimum Qualifications

- Associates degree in accounting, finance, business or related field preferred.
- Valid driver's license.
- Two (2) years of experience preferably in a municipal government setting/utilities department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.
- Course work or training in bookkeeping and clerical work.
- Knowledge of accounting principles and practices desired.
- Either certified or the ability to become a certified Wisconsin Clerk and a certified Wisconsin Treasurer by completing the three-year courses for these designations.
- Education and experience or a combination of both which provides equivalent knowledge, skills and abilities to the above may be acceptable.
- Skills in operation of office equipment and technology including computers, copy/fax machine, and related financial, word processing, spreadsheet and database software (Microsoft Office Suite and Windows operating system). Caselle Connect software experience desired.
- Ability to perform cashier duties accurately.
- Ability to communicate effectively in person, by phone, and by email with all levels of management, elected officials, vendors, other employees and the general public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to understand and follow instructions, prioritize demands, work independently, problem solve, and deal with numerous interruptions.
- Effective time management skills with the ability to multi-task and prioritize work to meet deadlines, while maintaining attention to detail.
- Maintain a professional appearance and attire.
- Ability to meet the bonding requirements of the village.
- Ability to obtain a notary commission from the State of Wisconsin.