

VILLAGE OF MONTICELLO

Job Description

Position: Clerk-Treasurer

**Reports to: Village President
Village Trustees**

Position Classification: Clerk-Treasurer

Employment Category: Full Time

General Nature of Responsibilities:

Under the direction of the Village President and Village Board, this position performs a wide range of routine and difficult to complex administrative functions including, but not limited to election administration, records management, drafting and composing meeting minutes and resolutions, reporting financial matters to the Finance Committee, servicing the public, and budgeting. The individual is expected to exercise independent judgment and work with minimal supervision; but seek direction, on occasion on substantive matters related to administration of municipal policies, programs, and services. The primary purpose of the Clerk-Treasurer is to assist with the enhancement of the administrative functions within the village.

Essential Skills, Knowledge, and Abilities

- Skilled in use of computer, keyboarding, calculator, fax and other office machines.
- Skilled in use of the English language.
- Knowledge of governmental accounting and office software applications.
- Knowledge of SVRS (Statewide Voter Registration System) and complete election administration.
- Ability to prepare and interpret financial statements, reports, maps, and charts.
- Ability to interpret state laws, administrative codes and municipal ordinances.
- Skilled in oral and written communication.
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in difficult settings.
- Ability to prepare and maintain accurate records and to prepare a variety of reports as required or requested.
- Must possess excellent time management skills.

Essential Duties and Responsibilities:

General:

- Sign up citizens for Park/Rec programs and community events.
- Duties and responsibilities enumerated in Wisconsin State Statute 61.25 and 61.26.
- Prepares the official agenda for board and committee meetings.

- Attends all Village Board meetings and brings to the attention of the Village President and Village Trustees any pending ordinances, resolutions, or notices requiring official action.
- Records proceedings of Board meetings and prepares official minutes.
- General understanding of Highland Cemetery, maintain records, collect fees, schedule grave openings and monument markings, and working with families and funeral homes.
- Works with and supports other village staff.
- Sends notices of and Board action to all affected individuals or businesses.
- Reviews, revises, and drafts ordinances and resolutions with the assistance from the Village Attorney.
- Maintains confidentiality, custody, and care of all Village papers, records, and correspondence.
- Maintains routine day to day operations of Village Clerk's office.
- Provides professional advice and input to Village Board Trustees upon request.
- Serves as a liaison between the general public and elected officials.
- Develops and recommends techniques, policies, and procedures for maintaining optimum governance and efficiency in transacting the affairs of local government.
- Disperses Work permits.

Budget:

- Coordinates the development, compilation, and preparation of the annual operating budget.
- Publishes budget and budget hearing notices.
- Assists and supports the Village President, Board Trustees, and Department Heads of the annual budget.
- Maintains budgetary accounting records and prepares periodic budget status reports as required or requested.
- Assists budget activity and observes trends and activities that may necessitate follow up review and action.

Payroll:

- Oversees semi-monthly payroll preparation.
- Issues payroll vouchers and makes payments as required by law to all tax and fringe benefits accounts.
- Keeps accurate personnel information concerning hours, vacation hours, and personal hours.
- Oversees preparation of payments to State, Federal, Insurance, and Retirement accounts as prescribed by law.
- Maintains accurate employee deduction records and required documentation.
- Oversees preparation of all year end payroll reports including W-2, W-3, 1099 and reporting to State and Federal agencies.
- Serves as the office agent, in conjunction with the Village President, for the Village retirement fund program.

Accounting:

- Responsible for all accounting functions including journals, ledgers, and required reports per GAAP (General Accepted Accounting Principles), the Public Service Commission, and other regulatory agencies.
- Verifies invoices and oversees preparation of vouchers and compares all bills and receipts to budget accounts.
- Oversees preparation of monthly utility billings and related accounting transactions.
- Assists Village Auditor with preparation of year end fiscal reporting to the Department of Revenue, Transportation and Public Service Commission.
- Analyses special projects, revenue, and expense accounts, and makes progress reports as requested.
- Maintains all accounting records and supporting documentation.
- Responsible for management of Village cash flows and receipts.
- Reconciles all Village checking and savings accounts on a monthly basis.
- Ability to operate the program the Village uses for utility billing (Galaxy) and payroll (Workhorse).
- Collects all fees, rents, and other revenues and makes daily deposits. Never accepts cash without giving a receipt whether they ask for it or not.

Licenses:

- Assists and supports the issuance of municipal licenses and permits, including animal, liquor, and various regulatory licenses as assigned in accordance with applicable Village Ordinances and other regulations. Processing of applications for annual alcohol and cigarette renewals and issuance of, and filing all State required reports in conjunction with The Chief of Police.
- Maintains a record of all licenses and permits approved and granted by the Village Board.

Elections:

- Administers, coordinates, assists in supervising, and conducts all Village elections.
- Attends necessary training, seminars, and maintains required certifications to conduct elections as required by GAB (Government Accountability Board).
- Responsible for securing election board workers and complying with applicable training standards to ensure the Village maintains valid certified election inspectors.
- Prepares the election facility per State law and maintains all pre and post-election files.
- Performs all required pre-election testing of electronic voting equipment to insure proper functioning.
- Publishes all required election notices.
- Interface with SVRS to assure voters in Village poll books are certified and eligible to vote in Village elections.

Tax Preparation:

- Coordinates with Village Assessor and county officials in updating and the maintenance of the Village Assessment Roll.
- Serves as Clerk for the Board of Review.
- Maintains the Person Property listing and reviews annually with the Village Assessor.

- Prepares Statement of Assessment and Statement of Taxes and submits to the Wisconsin Department of Revenue.
- Computes mill rates, Tax Increment, calculates special assessments, and other special charges for inclusion in the tax roll.
- Mails tax statements, collects taxes, and maintains tax collection, and deposit records.
- Settles tax collection with other taxing jurisdictions on prescribed due dates.
- Reviews Mobile Home records and prepares tax bills for park owners.

Debt:

- Maintains accurate records of all Village indebtedness.
- Maintains debt services, payment schedules, and makes payments when due.
- Recommends, prepares, and secures funding options for anticipated capital projects.
- Prepares borrowing resolutions for Village Board approval.

Risk management:

- Maintain accurate records of Village assets with current and replacement values.
- Maintains and assists in supervising insurance policies, including premium allocation, risk of exposure, insurance audits.
- Obtains Certificates of Insurance from vendors and contractors.
- Claim and file Workman's Compensation and short-term disability.
- Oversees insurance policies such as health insurance and vision insurance.
- Secure and maintain adequate, affordable hazard insurance for all Village structures, vehicles, and equipment.

Personnel:

- Assist employees in filing of insurance, Workman's Compensation and disability benefit claims.
- Maintain random drug and alcohol protocols and testing information for employees with CDL licenses.
- Maintain current mandated State and Federal labor posting requirements.
- Assists with Department Heads, when asked, to set up necessary training to maintain and improve their job-related knowledge and skills and maintain required certifications for job functions.

Other Duties and Responsibilities:

- Maintains a close liaison with neighboring municipalities and the County to ensure the accuracy of payments.
- Represents the Village in dealing with other governmental bodies, as directed by the Village President and Board Trustees, i.e. Federal, State, County as well as promote goodwill and public relations (customer service) between the Village and the public.
- Keeps the Village President and Board Trustees informed of changes, opportunities, and problems of a developmental, operational, financial nature of plans, and recommendations for appropriate opportunities.
- Maintains Federal and State revenue programs on behalf of the Village.

- Assists and supports President, Board Trustees, Department Heads, and all employees with information or reports as requested.
- Assists Village Building Inspector in determining compliance of all building permits issued to established State and Village building and zoning codes.
- Perform other duties and responsibilities as maybe requested by the Village President and Village Trustees.

Licenses/Certifications:

- Board of review Certified
- Election Administration Certified
- Notary Public Certification
- Certified Municipal Clerk designation desired but not required
- Valid Driver's License

Minimum Experience and Educational Qualifications:

- High School Diploma or Equivalent
- 2 years or more of progressive, responsible administrative or municipal experience that clearly demonstrates the ability to perform at an executive level.
- Post-secondary education/training and Public Relations, Business Relations, Policy Relations or related fields or any combination of experience, education, and training that demonstrates the required knowledge and abilities.

Physical Requirements in Performing Tasks:

- Sit at a desk or table for long periods.
- Stand or walk.
- Bend, crouch, or stoop.
- Intermittently sit, stand, walk, or bend.
- Use tools or equipment that requires a moderate or high degree of manual dexterity.
- Frequently lift objects weighing less than 25 lbs. and up to 50 lbs. on an occasional basis.

Working Conditions:

- Work is preformed in an office setting.
- Work is occasionally performed outdoors.
- Office has confined space and a low to moderate level of noise.
- Variety of questions from Village President, Board Trustees, Department Heads, employees, and public whether in person or by phone.

Additional Information:

- This position requires a great deal of diplomacy in dealing with a variety of personalities of individuals who compromise a seven (7) member board, individuals on committees, Department

Heads, fellow employees, contracted individuals, State employees, and other professionals engaged by the Village for services as well as the General Public.

- This position performs a major role in responsible communication, receiving and responding openly and positively to the public. Directing citizen complaints and feedback to the Village President to ensure residents that their concerns will be heard.

Position Description Qualifiers and Employer Reservation of Management Rights:

The duties enumerated above are intended only as illustrations of the various types of work that maybe performed. This is not a detailed or complete listing of all duties and responsibilities. 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.

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

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