

VILLAGE OF KIMBERLY

CLERK-TREASURER

Approximate number of employees in classification with the same title: 1

Department: Administration **Location:** 515 W. Kimberly Avenue
Reports to: Village Administrator **Supervises:** Deputy Clerk and Admin. Assts. (3)
Pay Grade: K **Workweek:** Monday – Friday (8-4:00) Salaried
Background Check: Yes **Medical Physical:** Yes **FLSA Classification:** Exempt

PURPOSE OF POSITION:

The Village Clerk-Treasurer works under the supervision of the Village Administrator to carry out the day-to-day administrative tasks associated with municipal government. The Village Clerk-Treasurer shall be appointed by the Village Board, by and with the advice and consent of the Village Administrator. The Clerk-Treasurer shall serve as the Village’s Fiscal Manager.

To administer and oversee the accounting functions for all Village departments and funds, which include but are not limited to payroll, accounts receivable, accounts payable, general ledger accounting, budget preparation, property tax collection/reconciliation, human resources, audits, special assessments, data processing upgrades/troubleshoot, and other Central Office functions. To administer and oversee the Clerk duties for all Village departments, which include but are not limited to elections, assessments, licensing, open meetings, open records and other Central Office functions.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

Clerk (50%)

- To attend all meetings of the Village Board and maintain a complete journal of the proceedings of that body, unless otherwise directed by the Village Administrator.
- To complete clerk duties as established in Wisconsin State Statue 61.25
- To oversee any duties prescribed by law relative to elections; to keep subject to inspection all election returns required to be filed in the Clerk’s office; to notify persons elected or appointed to Village offices; to transmit to the County Clerk, within 10 days after election or appointment and qualification, a certified statement of the name and term for which elected or appointed office of the Village.
- To be the custodian of the corporate seal and to file as required by law and to safely keep all Records, Books, Papers or Property belonging to, filed or deposited in the Clerk’s Office, and deliver the same to the Clerk’s successor when qualified; and to keep a record of all Licenses, Commissions, and Permit granted or authorized by the Village Board and the purpose for which they have been issued; and
- To supervise, work with and coordinate tasks of the Deputy Clerk/Utility Billing Clerk and Administrative Assistants.

Treasurer (50%)

- To make a Village Tax Roll and to deliver to the County Treasurer, on forms provided by the Wisconsin Department of Revenue, a Statement showing the total amount of taxes levied in the Village; and
- To annual notify the County Treasurer before February 20th of the proportion of property tax revenue and of the credits under Wisconsin State Statutes Section 79.10 that is to be disbursed by the Taxation District Treasurer to each taxing jurisdiction located within the Village; and
- To receive all monies belonging or accruing to the Village or directed by law to be paid to the Village Treasurer, except as provided in Wisconsin Statutes Section 66.0608; and
- To prepare special assessments, (streets, sewer, water, storm laterals, sidewalks, landfill fees, and special charges) for addition to tax roll. Collect, process, and balance daily tax collections to including special assessment reconciliation, lottery credits and deposits. Prepare settlements to jurisdictions. Reconcile annually with County.
- To deposit upon receipt the funds of the Village in the name of the Village in the public depository designated by the Village Board; and
- To pay money only on the written order of the Village President, countersigned by the Treasurer and specifying the number thereof, the payee, and the amount and object for which drawn; and
- To keep just and accurate detailed accounts of all transactions showing when, to whom and for what purpose all payments are made, in books provided by the Village Board, and preserve all vouchers filed in the office; and
- To render an account and settlement of all official transactions to the Village Board at its first meeting of the month, and at all other times when required by the Village Administrator; and
- To deliver to the successor when qualified all Books of Account, Papers and Property of the Village Office and all money on hand as Treasurer; and
- To perform such other duties and exercise such powers as required by Wisconsin and/or Federal Law or which may be delegated to the Village Clerk-Treasurer for time to time by the Village Administrator.
- To execute bi-weekly payroll, input all new employees and maintain all employees' payroll data. Complete all Fed & State required reporting, bi-weekly, quarterly, and annually. (Income Tax, 941's, UCI, W-2, 1099, Sales Tax, Room Tax, etc.) Prepare year-end closing/set up new-year payroll (tax tables, changes, etc.)
 - Enroll and report employees' coverages for health, dental, LTD, flex spending, etc. Coordinate annual IYC Health and EBC Flex open enrollments for employees and retirees. Correspond with insurance providers and employees regarding programs, coverages, monthly payments, and reporting requirements. Prepare/reconcile monthly benefit reports. Participate on hiring panel for new employees. Conduct orientation for all new hires.
- To research/prepare work papers and journal entries to reconcile revenues, expenditures, and general ledger for prior year. Assist auditing firm to accurately compile financial statements and State reports. Close and process fiscal year. Write RFP for Auditing Services.
- To supervise, work with and coordinate tasks of the Administrative Assistants.

OTHER DUTIES:

Perform other duties as assigned by the Village Administrator or Village Board.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

90% of the time is spent sitting, hearing, using near vision and doing low and medium fingering for typing. Talking and listening is done 30% of the time.

WORKING CONDITIONS WHILE PERFORMING THE ESSENTIAL FUNCTIONS:

100% of the time is spent inside.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Basic office equipment: telephone, computer, printer, calculator, copier, typewriter, fax machine. Medium knowledge of CIVIC system software, WisVote and the Central Office server system.

MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS:

Education: High school education or equivalent is required. Associates Degree or Bachelor's degrees in business, accounting, public administration or related field preferred.

Experience: Prefer 3+ years of experience as municipal clerk and treasurer, deputy clerk or deputy treasurer or other comparable position in the government sector. A combination of education and experience will be considered.

Certifications/Licenses: Valid driver's license is required. Notary Public, Certified Municipal Clerk, Certified Municipal Treasurer, or the ability to obtain certification in five (5) years is required. Must be bondable.

Knowledge, Skills, and Abilities: Accounting and financial management knowledge. Excellent communication skills. Proficient operating knowledge of Windows, including word, excel, power point. Strong math background. Ability to multitask with accuracy and efficiency. Thorough knowledge of Wisconsin laws and local ordinances related to the duties of the office of Village Clerk.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.

UPDATED 05/19/2021