

VILLAGE OF FREDONIA

CLERK-TREASURER

POSITION SUMMARY

This is a skilled position responsible for all statutory clerk and treasurer duties including elections, tax preparation and collection, records management, financial reporting, utility billing, accounts receivable, accounts payable,. Employee is a department head, uses independent judgment and often works alone. General and specific duties are performed according to prescribed methods and procedures established by state statutes and village ordinances. The Clerk-Treasurer is responsible for all operations of the Village Office.

ESSENTIAL DUTIES/RESPONSIBILITIES

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the village board has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Oversees utility billing. Assists in receiving payments and crediting proper accounts for utilities and general fund. Prepares bank deposit.
- Reconciles bank statements for water utility, sewer utility, general fund and tax incremental district. Prepares and enters journal entries.
- Prepares annual report for tax incremental district.
- Payroll, including quarterly reports, end of year reports, and W-2 forms.
- Responsible for reservation, payment, etc. for use of village facilities.
- Reconciles all accounts and prepares material for annual audit. Assist auditors with information and documentation. Reviews audit findings with auditors. Prepares and coordinates document gathering and reconciliation for annual audit. Assists with information for preparing the Public Service Commission (PSC) Report.
- Prepares, creates and types correspondence, reports, agenda, meeting minutes and notices, and related documents from clear copy, drafts and dictation as directed.
- Prepares monthly invoices for general fund and utility funds. Responsible for accounts payable and receivable.
- Liquor licensing.
- Prepares monthly financial report for village board.
- Responsible for tax preparation, mailing of tax bills, collecting of tax payments, issuance of dog licenses, reconciliation of tax accounts, deposit of tax monies and payment to other taxing entities.
- Prepares resolutions, ordinances, and policy documentation.
- Records Village Board meetings. Advertises committee meetings in compliance with the Open Meeting Law. Works with village president in agenda preparation. Prepares trustee packets.
- Prepares, mails, and distributes various committee meeting notices, minutes and other correspondence.
- Works with assessor. Reviews assessment roll. Send notices for Open Book and Board of Review. Record Board of Review meeting. Send appropriate notices and statements regarding Board of Review.
- Invest village funds as outlined in village investment policy.
- Work with financial consultants on bond issues.
- Prepares recycling grant application and report.
- Works with Director of Public Works, Building Inspector, Village Attorney, Village Marshal and Fire Chief on various issues.
- Assists developers in application of village ordinances – zoning, land division, and building codes.
- Assists contractors, builders, developers and general public with building, electrical, plumbing and HVAC permits – answer questions, receive permits and forward to appropriate department. Maintain property files.

- Have general knowledge of Village of Fredonia Code of Ordinances, building codes and state statutes – and where to look to find answers.
- Order office supplies, forms and equipment as needed.
- Maintain inventory of village property, land, equipment and vehicles.
- Compile information for new employee orientation, advises employees on benefit options and form completion, policies, procedures, insurance programs available, etc.
- Administers pension plan. Prepares reports as needed. Administers all insurance plans.
- Collect, sort and distribute mail.
- Works with other department heads and village board to prepare annual budget and reports.
- Answers inquiries when within authority to do so or refers such inquiries to appropriate authorities.
- Responsible for election process, absentee ballots, SVD's and voting at residential care facilities, and related items.
- Recruits and trains chief election inspectors, SVD's and poll workers. Maintains records on all training.
- Assists public with proper forms and procedures for zoning, licensing, ordinances, etc.
- Answer telephone. Responds to questions or directs caller to proper place or individual to call.
- ADA Coordinator for the Village.
- Assist with coordinating and running Summer Parks and Rec Program.

RELATED JOB FUNCTIONS

- Responsible for working safely and following safety practices and standards, responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establish and maintain effective working relationship with co-workers and others.
- Attends required training sessions.
- Maintains various office machines.
- May receive and record fines.
- Files correspondence.
- Performs related work as required.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

75% -Works at desk, uses hearing, near vision and fingering for typing, word processing, computer keyboard or other office machines. 50% - Talks to clients, callers, department staff. 15% - Moves about the office. 50% -Handles papers and manuals, etc. 10% Some time is spent standing and reaching in order to perform filing or other duties, and lifting files, copy paper and other office materials. Frequently moves around office and waits on counter. Frequently moves about the office building. May travel to other offices or sites for meetings, mail, etc.. Frequently handles stressful situations. Is exposed to potential for physical attack intermittently.

REQUIREMENTS OF WORK

- Ability to arrange and coordinate work schedules with ability to plan, organize and set priorities
- Ability to utilize descriptive data and information, such as regulations, ordinances, laws, procedures and guidelines, computer software operating manuals, State Statutes, job applications, drafts of letters, attendance records, balance sheets, annual reports, non-routine correspondence, agendas, meeting minutes, resolutions.
- Knowledge of policies/procedures, laws/statutes regarding clerk-treasurer position.
- Knowledge of Village Government, organization and procedures.
- Able to effectively use supervisory, leadership and communication principles and administrative skills.

- Ability to work in a pleasant and understanding manner with the general public, job applicants, newspaper representatives, consultants, vendors, Village officials, co-workers, etc.
- Knowledge of the departmental programs, operations, and policy with respect to general functions performed.
- Knowledge of principles and practices of business management with regard to office management, bookkeeping and accounting.
- Ability to make rapid mathematical computations both manually and by machine
- Ability to perform tasks while being subject to frequent interruptions with ability to carry out complex oral and written instructions.
- Ability to type accurately at 40 words per minute net, with 50 preferred, and ability to perform word processing functions and machine calculation.
- Ability to work with confidential records and keep confidentiality.
- Requires computer experience including word-processing, spreadsheet and accounting applications; with preference for demonstrated competency in word-processing, and accounting skills.
- Must maintain possession of a valid driver's license and reliable transportation or access to reliable transportation for village and rural travel.
- Residency within ten mile radius of corporate boundary of village within 12 months of completion of orientation period.
- Ability to maintain adequate attendance.
- Attendance at all training seminars upon Village Board approval.

EDUCATION AND TRAINING REQUIREMENTS

Graduation from an accredited high school or GED. Vocational/technical training in accounting and computer use, one to two years bookkeeping experience preferably in a municipal setting and/or a combination of training and experience which provides the required knowledge and skills. Requires computer experience including word-processing, spreadsheet and accounting applications; with preference for demonstrated competency in word-processing, and accounting skills. Possession of a valid Wisconsin Drivers license and reliable transportation or access to reliable transportation for Village and rural travel.