

Village Treasurer Job Description

by katymbailey | Jan 17, 2018 | News | 0 comments

Treasurer's Position Summary:

Performs the statutory duties of the Village Treasurer as provided in Section 60.34, Wis. Stats., and other related statutes, as well as the duties contained in Village ordinances, resolutions and policies that may be enacted by the Village Board. It is the responsibility of the Village Treasurer to review, understand and follow these regulations as well as to keep up-to- date of any updates to them. The Treasurer is expected to attend all regular Village Board meetings, held the second Tuesday of each month.

Primary Function:

The Treasurer maintains the Village's financial system, administers Village finances and maintains records in compliance with federal and state statutes as well as Portage County and Village ordinances. The responsibilities of the Treasurer are listed below:

- Direct, coordinate and supervise the financial activities for the Village of Nelsonville.
- Keep an itemized account of all monies received and disbursed by the Village.
- Conduct banking transactions and reconciliations for Village accounts.
- Co-sign checks for all funds disbursed.
- Process accounts payable in cooperation with the Village Clerk.
- Review all purchase invoices and ensure their proper encoding in the computer system by the Clerk.
- Prepare payment vouchers (checks) and disburse after approval of the expenditure by the Village Board.
- Prepare a report for each regular Village Board meeting showing invoices and checks issued for payment.
- Maintain and update payroll records in cooperation with the Village Clerk.
- Prepare federal and state tax reports and payments.
- File quarterly and annual employment tax reports to Federal and State.
- Prepare annual W2's and 1099's.
- Prepare monthly financial reports for the Village Board showing the current budget vs. actual numbers and other reports as requested.
- Retain all public records that are required by Wisconsin Statutes and/or Federal regulations.
- Assist Village Clerk and Village Board in preparing the annual operational and capital budget.
- Handle financial and tax related correspondence.
- Act as a backup to day-to- day operations of the Village and general office duties normally performed by the Village Clerk.
- Perform other duties or projects as assigned by the Village Board.

General Provisions:

- Strong listening, verbal and written communication and organizational skills.
- Strong attention to detail.
- Ability to work professionally and congenially with a wide variety of people in multiple situations.
- Financial/budgeting experience in a business setting preferred.
- Demonstrated ability read and understand legal documents and directives.
- Proficient in Microsoft Word, Excel and Outlook.

Rate of pay to be determined by the Village Board.

For question or to apply, please contact Bobby Bailey at (715) 498-3470 or rwbailey34@gmail.com.

News

The Village of Nelsonville is looking for one or two individuals to fill the **Clerk** and **Treasurer positions**. The Clerk and Treasurer responsibilities are currently rolled up into one position, but the Village Board is considering separating the two to make it less taxing on one individual. Please see the job descriptions on the homepage. Contact Bobby Bailey if you have any questions or have interest in one or both positions.



Village Clerk Job Description

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Clerk's Position Summary:

Perform the statutory duties of the Village Clerk as provided in Section 60.15, Wis. Statutes, Section 60.33, Wis. Statutes and other related statutes, as well as the duties contained in Village ordinances, resolutions and policies that may be enacted by the Village Board. The Clerk must take and file the official oath and bond as provided in Section 60.31, Wis. Stats. It is the responsibility of the Village Clerk to review, understand and follow these regulations as well as to keep up-to-date of any updates to them.

The Clerk is expected to attend all regular Village Board meetings, held the on the second Tuesday of each month. The Clerk must also be available during all elections, and for any additional hours required for absentee voting or other election administration duties.

Primary Functions:

Village Board duties under Sec. 60.33(2) Wis. Stats.:

- Assist in preparation of agendas and other notices.
- Attend all Village Board meetings (including closed session, unless circumstances involving the Clerk dictate that the Clerk not be present) and keep a full record of the proceedings, including recording of all orders, resolutions and directions made at the meeting.
- Publish and/or post any required notices and resolutions adopted by the Village Board.
- File the accounts approved by the Village Board or allowed at Village meetings and enter a statement of the accounts in the Village's record books.
- Advise the Village Board of upcoming vacancies in various Village offices or positions, notify appointees of their appointment and keep records of appointments.
- Assist the Village Board in the development of Village policy, including but not limited to, researching questions and obtaining information for the Board at their request.
- Maintain a complete record of the finances of the Village, showing receipts, disbursements and any other information relating to Village finances as prescribed by the Village Board, in cooperation with the Village Treasurer.
- Receive bills and claims against the Village, examine and validate each document, verify appropriate budget appropriation, enter into the computer system, and issue the order to pay each bill.
- Assist the Village Board in the preparation of the annual budget.
- Perform all tax preparation and collection duties required of the Clerk under Chapters 70-79, Wis. Stats.

Local Elections duties from Chapters 5-12, Wis. Stats.:

- Publish and/or post legal notices.

- Recommend poll workers for approval by the Village Board.
- Maintain a poll list for the Village.
- Prepare and acquire ballots.
- Prepare and mail absentee ballots.
- Supervise polling place.
- Certify election results and deliver appropriate materials to the County Clerk on the day after the election.

Village Meetings duties under Sec. 60.15, Wis. Stats.:

- Attend the Annual Meeting and all Special Village Meetings, and keep a full record of the proceedings.
- Publish and/or post any required notices and resolutions passed by the Village Board.

Other Duties:

- Publish and/or post ordinances and resolutions as required under Sec. 60.80 Wis. Stats.
- Act as custodian of the public records of the Village as provided by Subchapter II of Chapter 19, Wis. Stats., and related statutes.
- Responsible for all oaths, bonds, records, files, papers and property required to be deposited with the position.
- Maintain the Ordinance Book, Resolution Book, Village Board Minute Book, Annual and Special Village Board Meeting Minute Books, Plan Commission Minutes Book, and minutes books for all other committees/commissions.
- Provide citizens with information concerning licenses, Village business, zoning, finances and other matters of public inquiry.
- Help citizens resolve complaints concerning Village services.
- Provide assistance maintaining the Village's website.
- Perform regular backups of computer data.
- Handle correspondence and various legal documents.
- Establish and maintain personnel files.
- Provide information and assistance to the Village Assessor, Board of Review, Plan Commission, Building Inspector and other public officials, as necessary.
- Attend training sessions, meetings and seminars as directed by the Village Board.
- Research local, county and state record files as dictated by the needs of the Village.
- Perform routine clerical tasks.
- Other duties as directed by the Village Board.

General Provisions:

- Strong listening, verbal and written communication and organizational skills.
- Strong attention to detail.
- Ability to work professionally and congenially with a wide variety of people in multiple situations.
- Ability to report events in an unbiased manner.
- Independent decision making skills.
- Proficient in Microsoft Word, Excel and Outlook.