



DEPUTY CLERK-TREASURER Position Description

BOARD APPROVAL DATE:

GENERAL NATURE OF POSITION

The Village Deputy Clerk-Treasurer reports to the Clerk-Treasurer and is responsible for assisting with the general duties of the Clerk-Treasurer, as well as those associated with the Village Hall Administrative Office. The Deputy Clerk-Treasurer job performance is evaluated by the Clerk-Treasurer. This is a full-time hourly, non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collects and receives monies from the public, financial institutions and various Village departments. Assists with annual property tax collection.
- Assists with accounts payable by confirming all bills with departments and pays such bills on a timely basis. Helps to prepare Accounts Payable Reports and submits to Clerk-Treasurer for review before submittal to Village Board for approval.
- Assists with collection of special assessments, special charges, delinquent utility payments and delinquent personal property taxes when payment is received from the County or individuals.
- Assists with utility billings. Accurately maintains Village utility services.
- Assists with monthly reconciliation of bank statements.
- Serves as primary backup to Clerk-Treasurer in performing Village payroll duties and as a customer service back-up in the absence of the Administrative Assistant.
- Assists with preparation of required financial reports such as IRS, SSA and State of Wisconsin State Retirement.
- Prepares and compiles necessary information for annual Village audit.
- Assists with all general municipal and special elections in accordance with Federal, State and City elections laws and regulations.
- ~~Prepares and mails invoices to the appropriate entity for services performed by the Village.~~
- Serves as liaison between customers and Village's refuse contractor.
- Provides primary support for the Village Water and Wastewater Utility operations. Assists with maintaining accounts and with preparation of monthly bills and processes payments.
- Takes minutes at Board and Committee meetings when necessary.

- Assists Clerk-Treasurer with maintenance of all office records in an organized manner.
- ~~Assists with Shorewood Hills Pool system registration, invoicing and data input.~~
- Assists with issuance of Village permits and licenses, and Village Park/Facility reservations as may be necessary.
- Provides primary operations support to the summer recreation programs. Assist seasonal employees with employment paperwork, key checkout, timesheets, requesting reimbursement for supplies and other various necessary tasks.
- Helps Assistant to the Administrator with the Village's web site and social media with updates and notices, uploading agendas, notices, meeting minutes, etc.
- Assists with answering phones, citizen requests for service and other general responsibilities of the Village Hall Administrative Office.
- This position is also responsible for other duties, special projects, and responsibilities as assigned by the Clerk-Treasurer or Village Administrator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Associate's degree in accounting or business-related field; and/or public accounting work experience; minimum of two (2) years of municipal accounting or five (5) years general accounting experience is preferred.
- Must be bondable according to State Statutes.
- Additional continuing education and training may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use computer-based applications for word processing and financial and database management. Must be proficient in the use of Microsoft Windows, Word, Publisher, Excel, Access, Mail Merge, Internet, e-mail and PowerPoint.
- Knowledge of accounts payable and general accounting principles and practices, preferably in a municipal setting including fund accounting and utility accounting consistent with policies and rules set by state agencies and generally accepted accounting practices (GAAP).
- Ability to effectively administer routine and non-routine activities of the Village, analyze and implement policy, manage financial resources, communicate verbally and in written form, build consensus, and manage change.
- Ability to analyze accounting and financial data, prepare reports, and maintain accurate records.
- Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively.

- Ability to share information readily between village administration, public works, police, building inspector/assessor, and other village staff.
- Requires strong interpersonal skills and the ability to work closely and courteously with the village staff, general public, and Village Board. Requires ability to maintain clear and concise records and to manage information using effective record and file organization. Word processing using correct English grammar and spelling is required. Requires knowledge of modern office practices and equipment.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage. Ability to react to change productively and to complete tasks initiated
- This position requires the ability to multi-task and manage interactions appropriately with the public, Village Board and co-workers.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 25+ pounds occasionally.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.
- Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving. All percentages could vary depending upon duties performed that day.

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., 8:00 AM-12:00 PM on Fridays. Some evening work may-is be required.

The Village of Shorewood Hills is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____