

JOB DESCRIPTION

Job Title: Deputy Clerk/Treasurer- Administrative
City of Richland Center

Date: March 2017

FLSA Status: Non-exempt

Reports To: City Clerk/Treasurer

Union Status: Non Union

Supervises: None

General Purpose

The person holding this position performs professional work in the areas of City Treasury, Tax Collection, Clerk, Grants Administration, Revolving Loan Administration, Employee Benefits and Payroll, Elections and Budgeting. The person is responsible for the management of the City office when the Clerk/Treasurer is absent and will handle special projects as needed.

Job Specifications and Requirements:

This position requires considerable knowledge in municipal payroll, accounting procedures, budgeting, reporting, taxes, elections, and computer applications. The person holding this position must have the ability to work independently and plan and organize activities. Confidentiality is necessary.

A Bachelor Degree in Public Administration or related field is recommended or 6 years related experience.

The person holding this position must be:

- Efficient in computer operation (Microsoft Office), typing, copying, faxing and general office equipment.
- Able to work accurately and efficiently.
- Keep appropriate confidentiality.
- Able to clearly and coherently communicate in verbal and written form in the English language and to effectively interact with the public, elected and appointed officials and co-employees.
- Available for to work after regular hours duty as determined by the City.

Location: This position works at the City Hall. Office hours are 7:30 A.M. to 4:30 P.M. with a 1 hour duty free lunch period from 1:00 p.m. to 2:00 p.m.

Essential Functions: The essential functions of the position include, but are not limited to, the following tasks:

DEPUTY: May at times be responsible for the office and some Clerk/Treasurer duties when the Clerk/Treasurer is absent.

TREASURER:

Accountable for all City money and accounts.
Makes all bank deposits.
Drafts monthly Treasurer Report for Common Council.
Maintains special bank accounts and transactions.

REPORTS:

Gathers background information and statistics for Insurance, CDBG, RLF, CENSUS, WAGE, etc. and Misc. Ad-Hoc Computer reports.

REVOLVING LOAN FUND ADMINISTRATION:

Attends all meetings, takes official minutes, prepares all individual loan files and keeps updated, loan accounts, monthly committee report, prepare semi-annual report for State. Prepares drafts of legal contracts and documents subject to legal review as needed. Completes annual audit of each individual loan. Performs other tasks as outlined in RLF Manual.

GRANT ADMINISTRATION:

Accountable for all accounting files as outlined in Grant Administration Handbook prepared by the State of Wisconsin for each grant the City receives. Works with State and Federal Governments as liaison for the City in reference to financial material of Grants. Compiles information and prepares quarterly or semi-annual reports unless the City hired an engineering firm to complete this portion. Performs special projects administration as needed.

CDBG HOUSING GRANT ADMINISTRATION:

Responsible to maintain all accounting records and pertinent individual files with approval for payout by the Finance Committee. Performs Grant Administration as outlined in WI Division of Housing. Works with State and Federal Governments as liaison for the City in reference to Grants. Works with NHS.

TAXES: Accounts for all taxes collected, deposits, tax settlements, and other miscellaneous reports. Maintains appropriate records and accounting for tax payments, tax exempt properties, mobile home taxes, lottery credits, personal property taxes. Reconciles taxing records and accounts with the County.

BUDGET:

Prepares department budgets for payroll, benefits and elections and assists with other budgeting duties as needed.

DOG LICENSE:

Prepares individual dog licenses as needed. Preparation of County Reports and financial settlement with Richland County.

LANDFILL:

Prepares cash bags, balance, and deposit money received.

INSURANCE:

Prepares monthly bills for health insurance, life insurance, income insurance, cancer insurance, reconcile with payroll, and invoice utility offices their portion. Works with new and separating employees on benefits. Works with Personnel/Insurance Committee as needed. Completes all annual health insurance reports.

Works with Clerk/Treasurer on annual renewal of property and casualty insurance, keeping track of all property.

WORKERS COMPENSATION:

Fills out & files all workers compensation claims. Completes OSHA reports relating to workers compensation claims. Completes annual audit.

PAYROLL/EMPLOYEE BENEFITS:

Completes payroll for all City employees per Union Contracts and Ordinance also maintain all payroll records. Prepares 941 quarterly reports, W-2's, W-3 and all withholding payments as well as other state reports online. Prepares WI Retirement monthly and annual reports. Annually reconciles records. Maintains employee files and FMLA files.

UNEMPLOYMENT QUARTERLY REPORTS: Prepares quarterly reports online.

VOTER REGISTRATION and ELECTIONS:

Registers voters, prepare reports and information for elections, prepare and mail absentee ballots, assist voters, collect election results and record, also maintain voter records via the WisVote and the Elections Commission. Assists Election Inspectors throughout the day with setup, counting issues and various issues that arise.

CEMETERY: Maintains cemetery records, receive and record payments, and issue deeds.

MISCELLANEOUS:

Obtain Board of Review certification and attend BOR meetings.
Occasionally works with (Microsoft) power point and publisher for presentations and recreation brochure.
Drafts agendas, attends meetings, prepares minutes as required.
Prepares information for and work with Auditors.
Works with the public on inquiries and complaints and gather information for requests from public, committee members council members, city attorney, etc.
Assists with notices for public hearings, conditional use permits, variances, land splits, etc
Receives and distributes mail in absence of Clerk/Treasurer if needed.
Answer telephones and direct callers to voice mail as needed.
Keeps current on statutes and new laws relating to office.
Occasionally schedules meetings and monthly meeting calendar.
Assists in grant applications gathering information and records.
Works with some accounts receivable, record receipts, assist customers/taxpayer.
Is able to cross train for other office positions.
Types meeting minutes, agendas as needed and filing.
Keeps permanent council minute book current.
Performs other duties as assigned by Clerk/Treasurer or Mayor.

This job description does not constitute an employment agreement between the City and the employee. Nothing in this Job Description restricts the City's ability to assign, re-assignment, or eliminate job duties and responsibility at any time.