

**VILLAGE TREASURER / FINANCIAL OFFICER**  
**GENERAL GOVERNMENT**  
**REGULAR FULL-TIME EXEMPT**

The Treasurer performs statutory duties and provides a variety of routine and complex supervisory and administrative work in the general government administration. This position reports to the Village Administrator and supervises the Deputy Treasurer & Utilities Clerk.

**RESPONSIBILITIES and ESSENTIAL DUTIES**

**TREASURER**

The Village Treasurer is responsible for those duties required by Sec. 61.26 of the Wisconsin Statutes and the Village Municipal Code.

Assures that assigned areas of responsibility are performed within budget, performs cost control activities; monitors revenues and expenditures in assigned area, prepares annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

The Clerk and Treasurer, in coordination, are responsible for the tax roll from the mailing of the tax bills to the final settlement with the County Treasurer, including collecting taxes for real and personal property, mobile homes parks and special charges and prepares and administers special assessments for the tax roll.

Collects and deposits all funds of the Village and coordinates all billing for services. Processes required State reports for TIF Districts, water and sewer utilities.

Manage all areas of the Village accounting including accounts payable, receivables, cash receipts, water/sewer utilities, developer billing, and budgets manages all Village bank accounts balancing with the General Ledger at months end.

Prepares monthly Treasurer's report to the Board and financial reports to State and County Treasurer. Reports to the Village Board and CDA at their request, serves as primary staff to the Finance Committee.

Attend seminars, workshops and training sessions related to Village Treasurer's duties and responsibilities.

**SUPERVISOR**

Supervises personnel assigned to report to Treasurer such as Deputy Treasurer, Utilities Clerk, and Administrative Clerk in assigned operations to achieve goals within available resources. Determines work procedures, oversees work schedules and expedites work flow, and standardizing procedures to improve efficiency and effectiveness of operations.

Issues instructions; assigns duties, and examines work for accuracy and conformance to policies and procedures.

Plans and organizes staff assignments, trains, reviews progress of assigned staff and directs changes as needed.

**FINANCIAL OFFICER**

Directly responsible for the investing of funds following the guidelines authorized by the Board to maximize investment income.

Processes and maintains payroll records and processes all State and Federal reports connected with payroll.

Responsible for asset management and debt management. Assures sound fiscal control of all Village finances

Coordinate annual audit with Village auditing firm – prelim and final.

## **GENERAL**

Such other duties as assigned at the direction of the Village Board or as set forth in the Municipal Code.

Sound and strong abilities in areas of confidentiality, discretion, communication, public relations, professionalism, independent judgment, supervision and management. Ability to perform all duties, meet and deal with the public, communicate effectively verbally and in writing, ability to handle difficult situations.

Ability to multi-task, exercise independent judgment and discretion, and manage complex areas of responsibility related to the operation of an effective and efficient government office in accordance with state laws and Village ordinances.

Able to operate and troubleshoot basic office equipment and computer including word processing, spreadsheet, networking,

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work if similar, related, required by law or a logical assignment to the position.*

## **SPECIAL REQUIREMENTS & SKILLS**

Must be bondable and have a valid Wisconsin Driver's License.

Have Extensive knowledge of general governmental procedures and protocol, and have extensive knowledge of government accounting, interpreting and applying a variety of state laws and municipal ordinances relating to municipal budgets and collection of property taxes.

Proficient in Quickbooks and Clerkboks accounting software and PSN payment system.

## **PHYSICAL DEMANDS**

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

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to sit; stand; walk; talk or hear; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **CONDITIONS OF EMPLOYMENT**

This position is subject to the terms and conditions of the Village of Waterford Personnel Manual, as may be amended, and is classified as regular full time, exempt employee. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Village of Waterford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employee.

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Employee Signature

Date

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Administrator Signature

Date