

TOWN OF NEW GLARUS

TITLE OF POSITION: Clerk-Treasurer

WORK UNIT: Town Hall/ Office

IMMEDIATE SUPERVISOR: Town Chair/Town Board, Town of New Glarus

POSITION IN BRIEF: This is a highly responsible position which performs a variety of routine and complex clerical, accounting, financial and administrative work in support of operations for the Town of New Glarus. The position involves supervision of the Town office, and Deputy Clerk-Treasurer. The Clerk-Treasurer is required to exercise independent judgment and perform tasks, sometimes, in the absence of supervision. The employee is expected to perform the job functions in a professional manner. As a representative of the Town of New Glarus, the employee is expected to be courteous and respectful at all times.

SECTION A.

ESSENTIAL KNOWLEDGE, SKILLS AND JOB-RELATED EXPERIENCE

- Exceptional organizational and filing skills are necessary. Ability to comprehend and interpret a variety of documents such as tax statements, billing of invoices, balance sheet, insurance forms, public notices and statements of operation
- Experience in computer use, office skills, communication and people skills are required. An equivalent of training and experience may be considered.
- The employee is expected to have basic knowledge filing systems, State Statutes, payroll and generally accepted accounting practices.
- Basic knowledge and ability to operate computer and office tools and equipment
- Basic knowledge of tax reporting
- Ability to communicate effectively with accountants, bankers, elected officials, State officials, assessors, fellow employees, and others
- Ability to prepare a variety of documents such as billing invoices, sales receipts, balance sheets, payroll reports, journal entries, while conforming to all rules of punctuation, grammar, diction and style
- Ability to record and deliver information, explain procedures and follow instructions
- Ability to perform mathematical computations accurately and quickly
- Ability to plan, assign, instruct and review the work of others

SECTION B.

SPECIAL REQUIRED QUALIFICATIONS

- A valid Wisconsin Driver's License
- Must be bondable
- Must be available some nights, holidays and weekends as required
- Vacation time arrangements are made with your supervisor. Your supervisor will have the final say regarding the timeliness and length of your vacation. Employees are urged to take their vacation time during non-peak periods of the year.

SECTION C.

ESSENTIAL FUNCTIONS

Perform Town Clerk duties as required is §60.33.

- (1) Clerk of Town Meeting. Serve as clerk of the annual and special town meetings under §60.15.
- (2) Clerk of Town Board.
 - (a) Serve as clerk of the Town Board, attend meetings of the board and keep a full record of its proceedings
 - (b) File all accounts approved by the Town Board or allowed at Town meetings in the town's record books
 - (c) Present the Town Board a monthly report of all payments approved, showing the date paid, name of the claimant, purpose and amount, as required under §60.44 (2) (c)
- (3) Clerk of the Town Board of Review

- (a) Prepare all necessary information for the members of the Board of Review including the Findings of Fact, Determination, and Decision
- (b) Review the Assessment Roll for duplications, errors, and omissions
- (c) Post all notices for Open Book and Board of Review
- (d) Complete all reports following the adjournment of the Board of Review

(4) Finances.

- (a) Maintain financial records, which shall contain a complete record of the finances of the Town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to Town finances prescribed by the Town Board.
- (b) Assist with the annual financial audit

(5) Elections and Appointments.

- (a) Perform the duties required by §5-12 relating to elections. Administer elections including hire, train, and schedule election workers
- (b) Transmit to the Green County Clerk, within 10 days after election or appointment and qualification of any Town Board Supervisor a written notice stating the name and post-office address of the elected or appointed officer.

(6) Notices.

- (a) Publish or post ordinances and resolutions as required under §60.80.
- (b) Give notice of annual and special town meetings as required under §60.11 (5) and §60.12 (3).

(7) Records

- (a) Comply with subchapter II of §19 concerning any record of which the clerk is legal custodian.
- (b) Retain and organize insurance records, contracts, and claim information
- (c) Maintain a record of the Town's roads and equipment
- (d) Record land use records

(8) Licenses. Issue any license or permit granted by the Town Board and work with Town contracted engineer and building inspector to ensure compliance with Town, State, and Federal standards.

(9) In General. Perform all other duties required by law, ordinance or lawful direction of the Town Meeting or Town Board.

- (a) Keep a reasonable inventory of general office supplies - expenditures of more than \$500.00 must be approved by the Town Board
- (b) Operate and maintain office equipment

Perform Town Treasurer duties as required in §60.34

(1) Receive and disburse Town money. Keep records and disburse authorized payments.

- (a) Except as provided in §66.0608, receive and take charge of all money belonging to the Town, or which is required by law to be paid into the Town treasury, and disburse the money under §66.0607.
- (b) Keep an itemized account of all money received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. The treasurer shall issue numbered receipts for all funds received. At the request of the Town Board, the Treasurer shall present the account books, and any supporting documents requested, to the Board.

(2) Deposit of Town Money.

- (a) Deposit as soon as practicable the funds of the Town in the name of the Town in the public depository designated by the Town Board. Failure to comply with this paragraph is grounds for removal from office.

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- (b) When money is deposited under par. (a), the Treasurer and the treasurer's sureties are not liable for any loss as defined in §34.01 (2). The interest arising from the money deposited shall be paid into the Town treasury.
- (3) **Records**. Comply with subchapter. II of §19 concerning records of which the treasurer is legal custodian.
- (4) **Tax Collection and Reporting**. Perform all of the duties relating to taxation required of the town treasurer under §70 to §79.

SECTION D. **ADDITIONAL FUNCTIONS**

- Supervise Deputy Clerk-Treasurer
- Supervise Poll Workers
- Report any irregularities and unusual incidents to the proper Town Official
- Aid the Town Board in long range plans for appropriate issues
- Make recommendations to the Town Board as required
- Prepare estimates, in cooperation with Accountant and Town Chair of future revenue and expenses for budget consideration

SECTION E. **PHYSICAL REQUIREMENTS IN PERFORMING TASKS LISTED**

The performance of routine tasks requires a capacity to intermittently sit, stand walk, bend and lift moderate objects and communicate effectively with public and officials.

SECTION F. **WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED**

Sometimes tasks will require early starting time and long hours. Work is usually performed in an office setting.

SECTION G. **EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS**

Equipment and tools including computers, copy equipment, file cabinets, electric calculator and election equipment. The tasks to be performed also require use of telephone, cellular phone and radios. Record keeping, and budget preparation will require use of desktop calculator.

Any other additional help as needed on any emergency basis.