

ACCOUNTING & LICENSING CLERK

POSITION DESCRIPTION

General Statement Of Duties:

Responsible for maintenance of essential data and knowledge of accounting, bookkeeping and finance and related work is required.

Distinguishing Features Of The Position:

The employee performs a variety of accounting and clerical tasks related to Village operations including accounts payable, accounts receivable, licensing, and elections assistance.

The work is performed under the guidelines set by state statute, Village Ordinances, and the Village Administrator-Clerk-Treasurer and is executed accordingly. The Account & Licensing Clerk position is filled by recommendation of the Village Administrator-Clerk-Treasurer and reports to the Deputy Clerk.

Duties & Responsibilities:

Accounting:

Performs data entry for all requests for payment by the Village and generates processing of accounts payable through check runs and credit card payments.

Handles all accounts receivable functions including but not limited to sewer, fire inspection, and planning invoicing. Tracks payments and sends out 2nd and final notices as needed.

Maintains multiple audit worksheets including but not limited to health grants, sewer receivables, planning receivables, and accounts payable.

Completes monthly reviews of contents of expense accounts to ensure accuracy.

Acts as back up to the first point of contact, processes cash payments, giving attention to correctness of documents and checks, and other receipts, reconciles register and prepares deposits.

Uses specialized software programs for Village records to respond to queries and enter/ manage data as assigned.

Taxes:

Utilize village software programs to answers inquiries from the public about property assessment and property tax records. Assists with the processing of tax payments.

Licenses:

Sends out annual and bi-annual renewal packets to prior year license holders.

Insures that notices are published for licenses whenever required by state statute.

Reviews license applications for completeness and ensures any necessary department inspections are complete prior to issuing a license.

Processes applications for all licenses issued by the Village in accordance with applicable state statute or Village ordinances.

Maintains the village's license tracking spreadsheet to ensure when a particular kind of license is limited by state statute or village ordinance, maintains a record of the number of licenses issued and the number available to be issued.

Elections:

In conjunction with the Administrator-Clerk-Treasurer and Deputy Clerk, assists with maintaining up to date WisVote records and data entry of new registrations or absentee requests.

Assists with other election duties including but not limited to ordering election supplies, absentee ballot processing and Election Day assistance.

Miscellaneous:

Assists the general public in problems pertaining to village matters and handles general complaints in order to support positive community relations. Screens and routes calls, visitors; answers and /or refers complaints and inquiries to appropriate persons; assists at counter for Village inquiries; and maintains effective customer relations with clientele at counter, by phone, and/or email.

Makes updates to the village website ensuring current info is provided.

Orders supplies for the Admin Office and does regular inventory.

Creates quarterly newsletter for the village.

Maintain record retention of administration files and inventory of what can be destroyed/when.

Other duties as may be assigned.

Job standards (acceptable experience, training and education):

High School Diploma or GED required. Completion of college coursework in public administration, accounting, general business, or government preferred. Office administration experience and demonstration of progressive responsibly work experience; or equivalent combination of training and experience from which comparable knowledge, skills, and abilities can be attained.

Thorough knowledge of standard office procedures, systems, and equipment.

Ability to type and use computer with speed and accuracy. Considerable knowledge of Microsoft Office programs.

Ability to prioritize, organize, and perform work independently, and to manage multiple priorities and projects, making changes as circumstances dictate.

Thorough knowledge of business English, grammar, punctuation, and arithmetic.

Thorough knowledge of the statutory clerk and treasurer functions or ability to acquire such knowledge during a reasonable period of training.

Thorough knowledge of the functions, laws, rules, regulations, and policies of the Village or

ability to acquire such knowledge during a reasonable period of training.

Ability to maintain confidentiality, and make responsible decisions in accordance with established policies and procedures with limited supervision.

Ability to communicate effectively orally and in writing. Ability to deal with the public efficiently, tactfully, and courteously.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Physical demands:

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.

While performing the duties of this job, the employee is frequently required to sit at a computer work station for a considerable period of time, and talk or hear using electronic communication devices.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Hours of work: 7:30 AM to 4:00 PM, with an unpaid half hour lunch break; additional hours may be required to support elections.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Possession of a valid Wisconsin driver's license.

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 if the work is similar, related, or a logical assignment to the position.

The position description for the Accounting & Licensing Clerk 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.