TOWN OF COTTAGE GROVE
CLERK-TREASURER POSITION DESCRIPTION

The Town Clerk-Treasurer is a combined municipal official responsible for managing the Town's administrative records, public meetings, elections, and financial operations in compliance with state statutes. The position is appointed by, and serves at the will of, the Town Board and serves as a vital link between citizens, government officials, and outside organizations, ensuring transparency and compliance with local laws.

- Clerical & Administrative Duties:
    - Attends Town Board and town meetings, taking and maintaining full official proceedings and minutes.
    - Manages public records, ordinances, resolutions, contracts, and open records requests as the custodian of town documents.
    - Prepares meeting agendas, posts required public notices, and distributes board packets.
    - Issues local licenses and permits (such as liquor, bartender, dog, and burning permits).
    - Administers and oversees local, state, and federal elections (including systems like WisVote and Badger Books.
- Financial & Treasury Duties:
    - Receives, records, and deposits all incoming municipal revenues, taxes, fees, and grant funds.
    - Collects property tax installments, handles tax settlements, and reconciles bank accounts.
    - Administers the general ledger, processes accounts payable and receivable, and manages payroll (including W-2s and 1099s).
    - Assists in preparing the annual town budget and produces monthly/annual financial reports for the Town Board.
    - Coordinates with external auditors during the annual financial audit and files mandatory reports with state agencies (such as the Department of Revenue).
- Qualifications & Requirements
    - Education: A high school diploma or GED is required. An Associate's or Bachelor's degree in accounting, public administration, or a related field is preferred.
    - Experience: Municipal experience, bookkeeping, or administrative office background is preferred.
    - Knowledge & Skills: Familiarity with state municipal statutes (such as Chapter 60 of the Wisconsin Statutes), local finance principles, record-keeping laws, and public relations. Proficiency in QuickBooks, Microsoft Office Suite, and Google Workspace are preferred.
- SPECIAL REQUIREMENTS

- Valid state driver's license or ability to obtain one.
- Bondable.

- PHYSICAL DEMANDS
  - Ability to sit or stand for long periods of time in a general office environment.
  - Some weeks require long, irregular hours and evening duties.
- Normal Hours of Work and Compensation
  - The Clerk-Treasurer is a full-time position, 40 hours per week/2080 hours per year.
  - The Clerk-Treasurer must be present to staff Town Hall office hours from 8:00 a.m. to 12:30 p.m., Monday through Friday. Remaining hours can be flexible but are expected to be mostly in the office as opposed to remote.
  - The Clerk-Treasurer is expected to attend all regular Town Board meetings, held the first and third Monday evenings of each month, Plan Commission meetings held the fourth Wednesday evening of each month, the Annual Town Meeting typically held on the evening of the third Tuesday of April, and other meetings as directed by the Town Board.
  - The Clerk-Treasurer must be available during all elections and for any additional hours required for absentee voting or other election administration duties.
  - The Clerk-Treasurer must be available for property tax collection during December and January.
  - Rate of pay commensurate with experience, to be determined by the Town Board.
  - Benefits will be provided according to the Town of Cottage Grove Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.
- Probationary Period: Six months of satisfactory service
- Note: Applicants will be subject to a criminal background check.