



VILLAGE OF REEDSVILLE

217 Menasha Street
Reedsville, WI 54230-8597

Phone: 920-754-4371

Fax: 920-754-4757

E-mail: clerk-treasurer@reedsvillewi.gov

www.reedsvillewi.gov

Job Description: Village Clerk-Treasurer

Position Overview: The Village Clerk-Treasurer serves as a vital administrative and financial officer within the local government structure. This role involves a combination of administrative duties related to record-keeping, public relations, and municipal finance management. The Village Clerk-Treasurer works closely with elected officials, department heads, and community members to ensure efficient operation of the village government and compliance with legal requirements.

Key Responsibilities:

1. Administrative Duties:

- Maintain official records of village proceedings, including minutes of meetings, ordinances, resolutions, and contracts.
- Prepare agendas for village board meetings and ensure timely distribution to board members and the public.
- Act as the custodian of village records, ensuring their accuracy, accessibility, and preservation.
- Handle correspondence, inquiries, and requests from residents, businesses, and other government agencies.

2. Financial Management:

- Prepare, administer, and monitor the village budget in collaboration with the village board and department heads.
- Collect and account for village revenues, including taxes, fees, grants, and other sources of income.
- Manage village investments and financial assets in accordance with established policies and state regulations.
- Oversee payroll processing, accounts payable, and receivable functions.

3. Compliance and Reporting:

- Ensure compliance with state and local laws, regulations, and reporting requirements related to municipal finance and administration.
- Assist in the preparation of annual financial reports, audits, and other financial disclosures.
- Coordinate with external auditors and regulatory agencies as necessary.
- Maintain up-to-date knowledge of relevant laws, regulations, and best practices in municipal governance.

4. Public Relations and Community Engagement:

- Serve as a liaison between the village government and residents, businesses, community organizations, and other stakeholders.
- Promote transparency and public participation in village affairs through effective communication and outreach efforts.

- Attend village board meetings, public hearings, and community events to represent the village government and address public concerns.
- Foster positive relationships with the media and respond to inquiries or requests for information.

5. Other Duties:

- Perform other duties as assigned by the village board or village president.
- Support village projects, initiatives, and special events as needed.
- Stay informed about local issues, trends, and developments affecting the village.

Qualifications:

- Bachelor's degree in public administration, finance, business management, or a related field.
- Previous experience in municipal government, finance, or administrative roles preferred.
- Knowledge of municipal accounting principles, budgeting processes, and legal requirements.
- Strong organizational, analytical, and problem-solving skills.
- Excellent communication skills, both written and verbal.
- Ability to work effectively with diverse stakeholders and maintain confidentiality.
- Proficiency in computer applications, including Microsoft Office and financial software.
- Certification as a municipal clerk or treasurer (e.g., Certified Municipal Clerk, Certified Municipal Treasurer) may be required or preferred.
- Willingness to undergo a background check and comply with any other pre-employment requirements.

Note: This job description is intended to provide a general overview of the responsibilities and qualifications for the Village Clerk-Treasurer position. Duties and qualifications may vary depending on the specific needs and requirements of the village government.