

Village of Sister Bay

Job Title: Village Finance Director/Treasurer

Department: Administration

FLSA Classification: Exempt

Summary Description

This is a position with a variety of accounting and administrative duties, including responsibility for the collection, receipt, accounting, disbursement and deposit of all Village funds.

Essential Functions

- Responsible for all aspects of financial oversight of Village, enterprise and special revenue funds.
- Establishes and verifies financial control practices, policies, and procedures.
- Monitors bank/investment accounts for security and to maximize earnings. Monitors Village and enterprise cash flow needs and ensures that debt service payments are made on schedule.
- Reviews account number assignments and postings to the General Ledger to ensure that revenues and expenditures conform to budgetary segments.
- Serves as Human Resources manager, with oversight of payroll and benefits, enforcement of policies, input in hiring/discipline, and other HR functions
- Keeps updated on all applicable laws and regulations.

Major Duties

Oversees the collection and receipting of all monies received from the public, governmental units, and utility/marina customers. Ensures that Accounts Payable and Accounts Receivable are accurately posted. Oversees preparation of appropriate invoices, vouchers, checks and refunds. Monitors overdue receivable accounts including delinquent personal property taxes, water/sewer invoices and other chargeable items; monitors collection performance and reporting.

Reconciles monthly bank statements and affirms each month-ending cash balance; monitors timely receipt and accuracy of bank documentation related to all Village and Utility bank accounts. Monitors and forecasts cash flow to ensure there is adequate cash to cover expenditures. Analyzes and recommends investment options for liquid funds.

Prepares financial reports for Board meetings and attends those meetings to answer financial questions. Sets agenda for Finance and Personnel Committee meetings in consultation with Administrator and committee chairperson and attends those meetings. Performs financial analysis and research as directed by the Board or superiors.

Reviews and monitors all financial transactions; prepares information for the annual audit. Prepares and/or reviews annual Financial Statements according to the recommendations of the Government Accounting Standards Board (GASB).

Coordinates planning for the annual budget with Administrator, Department Heads, and various committees by compiling past expenditure figures, estimating future costs and making determination of new budget figures. Prepares annual Salary and Wage report. Prepares annual worksheets/reports for the Department of Revenue or others in preparation of the annual Village Budget and tax assessment process.

Coordinates and reconciles the receipt of tax revenues in cooperation with the County Treasurer. Performs or reviews all related journal entries. Completes related reports and disburses tax settlements to other taxing jurisdictions.

As HR Manager, works with the Village Administrator and the Personnel Committee on annual payroll allocations and employee benefit packages. Provides oversight of the payroll system, including but not limited to review of time cards, updating employee records and updating any changes to employee deductions. Verifies payroll calculations based on timesheets. Reviews all applicable payroll reports and deduction schedules. Oversees completion of all applicable Federal and State personnel-related reports on a timely basis.

Minor Duties/Responsibilities

Oversees the completion of miscellaneous other reports as needed including: insurance audit, benefits reports, policy briefs, committee and department financial summaries.

Provides oversight of the Village's property, liability, auto and other insurance policies. Files claim notices as appropriate. Annually reviews insurance options to maximize coverage.

Attends meetings and training seminars to maintain current knowledge of state and federal regulations and requirements.

Answers telephone inquiries from staff, citizens, vendors and other municipalities. Handles complaints and inquiries at the Administration Building. Maintains public relations with customers, vendors and all interested parties.

Performs related duties as assigned.

Supervision/Accountability

Under supervision of the Village Administrator. Supervises the Utility Clerk and provides oversight of related work performed by the Village Clerk. Works with Department Heads regarding expenditures and payroll and benefit issues.

Knowledge

Knowledge of fund accounting principles and practices. Experience with municipal, tax increment and enterprise funds, including utility billing and collection practices, in order to oversee functions in accordance with PSC regulations and generally accepted accounting principles. Knowledge of modern office methods and procedures, equipment and filing systems; business letter and report-writing techniques; proofreading; statistical and record-keeping principles and procedures. Knowledge of computerized accounting systems and spreadsheets; principles, practices, and terminology used in governmental financial and statistical record keeping; modern office methods, purchasing. Knowledge of electronic data processing systems and personal computers.

Skill/Ability

Ability to perform complicated arithmetic calculations. Perform accounting duties requiring speed and accuracy; data entry capability, including use of personal computer, and ability to understand and apply basic input procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work; meeting the public tactfully, and courteously answering questions in person and over the telephone, communicating clearly and courteously with village staff, utility commissioners, elected officials and the public. Ability to research and obtain pertinent information through various resources. Ability to use networked personal computer equipment to process, access, retrieve, or input information using standardized software common to the work unit or as assigned.

Education/Experience

A degree in accounting, finance, public administration, business administration, or a related field required. Typical qualifications would be equivalent to possession of a bachelor's degree with course work in accounting, general office procedures, and five (5) years' professional experience in finance. Any combination of knowledge, skills and abilities equivalent as is described above.

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 required to sit, talk, and hear. The employee is required use of hands to type, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 usually quiet and would be representative of a business office.

Tools and Equipment Used

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computer, including spreadsheet and word processing software; network computer system including various printers; telephone; 10-key calculator; copy machine, FAX machine and other standard office equipment.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator's license preferred and willingness to use own transportation in the course of performing required duties.

Special Conditions of Work

None.

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 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.

Approval: _____
Village Administrator

