



**City of Hillsboro, WI
City Treasurer/Deputy Clerk**

Department: City Clerk's Office
Reports To: City Administrator
FLSA Status: Non-Exempt
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Approved By: Adam Sonntag

Summary Description:

Under the direction and supervision of the City Administrator, the City Treasurer is responsible for the collection, receipt and deposit of all City funds, in accordance with Wisconsin State Statutes and the City of Hillsboro ordinances. The City Treasurer provides analysis of the City's financial position and performs other related duties as directed or assigned. The City Treasurer is engaged in various accounting, payroll, cash receipting and disbursements, debt management, clerical, and records management functions. The City Treasurer performs its duties with absolute integrity and honesty under the general supervision of the City Administrator.

Appointment/Selection:

Selection is based upon the recommendation of the City Administrator subject to the approval of the Finance and Personnel Committee and Common Council. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Associate Degree in public accounting, or equivalent accounting education, with two (2) years of municipal accounting experience or five (5) years experience in related accounting field.
- Ability to analyze accounting and financial data, prepare reports, and maintain accurate records.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Knowledge of a variety of computer software programs including, word processing, Excel, e-mail system, and Caselle software.

- Excellent math and general office skills.
- Ability to work with and communicate orally and in writing with the general public, City officials, and City staff.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of, and ability to carry out, standard office duties including filing, inventory control in office, answering phones, using a postal meter and scheduling meetings.
- Must be bondable according to State Statutes.
- Exceptional interpersonal relations/customer service skills.

Essential Functions/Monthly Duties:

- Collect and receipt monies received from the public, financial institutions, and various city departments.
 - Reconcile the City's various bank accounts on a monthly basis.
 - Update monthly spreadsheets and report to administrator.
- Provide City Administrator, Council, Mayor, and all departments with monthly revenue and expense reports and report any accounts over budget.
- Monitor accounts payable.
 - Confirm all bills with departments and pay bills on a timely basis to avoid any interest or penalties.
 - Prepare bills for council approval along with Payment Approval Report.
- Monitor accounts receivable.
 - Bill for services on a timely basis and send out monthly reminders to delinquent accounts.
 - Work with City Clerk on balances such as special assessments, special charges, delinquent utilities, and delinquent personal property when payment is received from individual or county.
- Monitor city debt and make payments timely when due.
- Assist and maintain communication with City Administrator and City Staff with needed information and requests.

- Perform payroll duties on a biweekly basis.
 - Issue checks to staff
 - Update and monitor Employee Flex accounts
 - Issue liability payments associated with payroll on a timely basis (state withholding, federal withholding, and WI Deferred Compensation)
 - Issue monthly retirement reports to the WI Retirement System
 - Maintain personal files
 - Issue monthly reports to the library treasurer for wage reimbursement
 - Monitor part-time employees hours for WI Retirement purposes
 - Update payroll system with necessary changes such as insurance premiums when due.

- Administer and monitor Health Reimbursement Account and issue reimbursements promptly to participants and maintain confidentiality for reimbursements.

- Perform City Clerk functions in the absence of the Clerk.

Essential Functions/Annual Duties:

- Prepare and file Unemployment Quarterly Reports to the State.

- Prepare and file 941 Quarterly reports to the Internal Revenue Service

- Prepare and file Sales Tax reports to the State.

- Issue reminder to Hillsboro Hotel of Room Tax due dates.

- Update City Administrator with annual insurance notifications.

- Enroll participants in the annual Flex Plan which begins in March.
 - Report plan year payroll pay dates, participants, and enrollment documents
 - Monitor employee requests for reimbursements and inform them of balances.

- Assist City Administrator with annual budget preparation and once approved by council enter adopted budget in computer.

- Disperse W-4's and WT-4's to employees and update payroll.

- Assist new employees with all necessary paperwork (ex. payroll information, retirement information and New Hire reporting to the State, etc.)

- Monitor employee leave time balances bi-weekly and annually, provide City Administrator with end of year balances.

- Issue W-2's to employees in January and mail end of year reports to IRS, SSA, and State of Wisconsin.

- Prepare and compile information for a minimum of four annual audits beginning in October and ending in January
 - Workman's Compensation
 - Payroll
 - Pre-Audit
 - Annual Audit
- Prepare and issue 1099 Miscellaneous Forms to applicable vendors.
- Perform Wisconsin Retirement annual reconciliation and submit in January. Disperse WRS annual statements once received in April to participants.
- Assist Clerk with tax collection.
- Attend and prepare minutes for Special Common Council Meetings.
- Perform annual pool employee registration.

Essential Functions/Clerk/Clerical:

- Attend pertinent training seminars/classes as need to maximize the department's performance level.
- Maintain files for grant projects and assist City engineers.
- Issue dog and cat licenses.
- Assist public with park reservations.
- Receipt water and sewer payments.
- Issue swimming pool passes.
- Issue work permit to minors.
- Issue bike trail passes.
- Answer phone, assist public with comments, questions, and concerns.

Peripheral Duties:

- Attend seminars, professional /district meetings, and workshops related to City Treasurer's duties and responsibilities to keep abreast of developments/changes in municipal government.

Experience and Training:

- Two (2) year Associate Degree in public accounting, or equivalent accounting education, with two (2) years of municipal accounting experience or five (5) years experience in related accounting field.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, and voting machine.

Work Environment/Frequent 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 a qualifying disability to perform the essential functions.
- The noise level in the work environment is low/moderate level office noise.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and lift moderately heavy objects (25-30 pounds).
- The employee is frequently required to verbally communicate and interact with public.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Occasionally, the Treasurer may transport notices, documents, etc. that may require leaving the Hillsboro Municipal Building briefly exposing the employee to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and lifting objects (30-50 pounds) is required.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, public works, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

Licenses/Certifications:

- Desirable licenses include possession of a valid Wisconsin Motor Vehicle operator's license and willingness to use own transportation in the course of performing required duties. Must hold office of Notary Public. Under direction of the Common Council obtain certification from the Wisconsin Municipal Treasurer's Association.

The duties 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.