

# Clerk / Treasurer



**Department:** Village Hall (Fremont, WI)

**Reports To:** Village Board

**Posted:** Sept 11, 2025

**To Apply:** Email your resume to: [president.scott@villageoffremontwi.gov](mailto:president.scott@villageoffremontwi.gov)

- **Deadline:** Friday, Sept 26, 2025, by 5:00 PM CST

Roles, responsibilities, and term of the Clerk / Treasurer as defined in Village of Fremont Ordinances include, but are not limited to:

## General Responsibilities

- Serve as secretary to the Village Board.
- Receive, document, deposit funds; process refunds and adjustments.
- Respond to phone calls, emails, and inquiries from the public and agencies.
- Respond to open record requests as required by law.
- Assist with publishing/posting resolutions, ordinances, and legal notices per Wisconsin Statutes.
- Maintain scheduled hours at Village Hall.
- Issue licenses/permits (Dog, Alcohol, Bartender, Cigarette, Amusement, Fireworks, Boat Ramp)
- Coordinate reservations for the Wolf River Crossing Park Pavillion, Village Hall Gym and Council Room.
- Provide plat map information to citizens, businesses, and agencies.
- Support Building Inspector with zoning, floodplain, and planning issues; maintain related files and reports.
- Track and update fixed assets inventory.
- Order supplies for all departments.
- Prepare required monthly/annual reports for the DOR, DOA, and ETF.
- Post events, notices, etc. on Village social media.
- Perform other duties as assigned.

## Meetings

- Prepare for Village Board and Committee meetings (notices, agendas, budget detail reports).
- Attend all scheduled Board meetings.
- Prepare, edit, post and distribute meeting minutes.

## Seasonal Responsibilities

- **\*\*Elections\*\***
  - Publish election notices, recruit/train election workers.
  - Coordinate with the County for ballot logistics and results.
  - Maintain WisVote system; generate poll books and felon ineligibility lists.
  - Operate election machines and meet clerk certification/training requirements.
  - Order ballots and complete all required State and County election reports.

- **\*\*Budget & Audit\*\***
  - Assist with annual budget preparation and coordination with departments.
  - Finalize budget and notify Board of required tax levy.
  - Submit required forms to WI DOR.
  - Support auditors during annual audit.
- **\*\*Tax Preparation & Collection\*\***
  - Prepare and file required State/County tax documentation.
  - Notify residents of annual tax bills; maintain assessment and delinquency records.
  - Provide tax information to mortgage companies.
  - Assist with property tax collection from December to January.
- **\*\*Board of Review\*\***
  - Organize meetings, prepare notices, update assessments, and take minutes.

## Payroll

- Prepare payroll for all departments and related reports.
- Calculate and process timecards; distribute checks.
- Maintain up-to-date employee records.
- Submit monthly, quarterly, and annual payroll tax filings (including W-2s and WRS).

## Accounts Payable

- Audit, code, and process invoices in accordance with law and Board approval.
- Prepare month-end library reports; mail AP checks.
- Make daily and tax deposits; manage petty cash disbursements.
- Ensure proper audit trail and documentation.
- Process 1099s and year-end closings (AP, General Ledger, Payroll).

## Accounts Receivable

- Receive and document incoming payments; code and process receipts.
- Track room tax from short-term rentals; distribute funds to Chamber of Commerce and complete annual report.
- Prepare campground invoices and sewer billing; monitor delinquent accounts.
- Record billing and receipts accurately.

## Minimum Qualifications

- High school diploma.
- 3–5 years of relevant office experience.
- Ability to perform duties with reasonable accommodations.
- Strong record-keeping skills and ability to meet deadlines.
- Professional demeanor in stressful situations.

- Maintain confidentiality per open records laws.
- Working knowledge of accounting principles.

### Skills & Abilities

- Strong proficiency in Microsoft Office (Outlook, Word, Excel), QuickBooks, and general office software.
- Strong written and verbal communication skills.
- Ability to understand and apply Wisconsin State Statutes.
- Effective time management and multitasking skills.
- Governmental fund accounting experience preferred.
- Municipal and/or clerk/treasurer experience preferred.

### Compensation

- Pay Range: **\$25.00–\$32.00/hour** (based on experience)

### Full-Time Benefits

- Health Insurance – not offered at this time
- WRS Retirement
- Paid Vacation
- Personal/Sick Days
- Paid Holidays

### Flexible Work Schedule Options

- We are seeking **one full-time individual** (approximately 34-40 hours per week)
- **Hybrid Schedule:** Combination of remote and 3 in-office days.
- Evening meetings required

### Equal Opportunity Employer Statement

- The Village of Fremont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided. The role includes sitting for long periods, lifting up to 25 lbs., climbing stairs, and distinguishing between sounds such as alarms or phones.