

## **CITY OF MARKESAN**

### **Clerk-Treasurer Job Description**

<b>POSITION TITLE:</b>	City of Markesan Clerk-Treasurer
<b>DATE OF APPROVAL BY CITY COUNCIL:</b>	May 1, 2014
<b>REPORTS TO:</b>	Mayor and City Council
<b>FULL OR PART-TIME:</b>	Full-time

This 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.

#### **Overview**

The City Clerk-Treasurer is an Officer of the City, serving as a liaison between the public and the Mayor and Council members. A primary function of the office is to maintain complete records of all City matters and ensure that all public information is accessible. The Clerk-Treasurer is responsible for the collection of all monies due, and payment of all expenses of the City, the Utility Department and other related funds. The Clerk-Treasurer's statutory functions are determined by the Markesan Municipal Code and the State of Wisconsin. The position available is a combined Clerk-Treasurer position. The duties of Clerk and Treasurer are displayed separately below for clarification.

### **CLERK RESPONSIBILITIES**

#### **Clerk Position Summary:**

The City Clerk performs the statutory duties of the City Clerk as provided in section 62.09(11) of the Wisconsin Statutes and other related statutes as well as the duties contained in city ordinances, resolutions and polices that may be enacted by the City Council. It is the responsibility of the Clerk to review, understand and follow these regulations as well as to keep abreast of any updates to them.

#### **Primary Function**

The primary function of the Clerk is to serve as the public face and first line of contact for the city in overseeing the day-to-day operations of the city business and City Hall under the direction of the City Council. The responsibilities of the Clerk fall into several general categories as listed below.

#### **1. General Duties.**

- Handles correspondence and inquiries received by the City from a variety of sources
- Advises the City Council of upcoming vacancies in various City offices or positions
- Maintain custody of City and Utility's public records, including certification, indexing, filing and destruction.
- Establishes and maintains personnel files for City employees and others and establishes and maintains other employment related records
- Completes the reports as required by federal, state and Green Lake County regulatory bodies
- Provides information and assistance to the Planning Commission and other public bodies as necessary

- Maintains a backup of computer records
- Maintains and updates City web site
- Informs and updates City Council on City activities on a regular basis
- Performs routine clerical tasks, i.e. typing, photocopying, answering the phone, and responds to walk-in requests for services and others as situations may arise
- Attends various training sessions, meetings and seminars as directed or scheduled and approved by the City Council
- Takes and files the official oath and bond as provided in section 60.31 of Wisconsin Statutes
- Prepare cemetery deeds at the direction of the Cemetery Sexton.
- Distribute Land Use Permit applications to property owners and forward completed forms to Building Inspector for review and processing.
- Furnish new employees with proper insurance forms as needed.
- Record balances of all special assessment payments and monthly update each ongoing special assessment project.
- Distribute applications for licenses and permits issued by the Clerk's Office, process applications and collect fees as required by ordinances.
- Notify all members of standing committees, commissions, boards, and the press of all meetings. Prepare and submit all newspaper ads required for the operation of the City.
- Collect all dog license money and disburse licenses to owners; provide accounting of all licenses sold to the County and forward payments.
- Notify property owners with wells to renew their permits, issue permit, and maintain detailed records of all wells within the City.
- Requisition supplies for computer and office operation.

## **2. Supportive Services to the City Council**

- Facilitates various City meetings by preparation of the required documents, i.e. agendas, minutes, etc.
- Facilitates bid requests for quotes or proposals, etc.
- Schedules interviews for job openings
- Provides clerical support to the City Council and maintains records of the City Council
- Researches questions and obtains information for the City Council at their request
- Carries out the lawful directives of the City Council, the Planning Commission and other public bodies as necessary

## **3. Legal Duties.**

- Serves as Clerk of the City Council meetings; keeps a full record of those proceedings as well as all orders, resolutions and directions made at any City meetings. Prepare Council agendas, and collate for distribution to the Council, press, and posting.
- Notifies appointees of their appointment and keeps records of appointments
- Researches local, county and state record files, statutes, administrative rules, ordinances, policies, etc. as dictated by the needs of the City
- Acts as custodian of the public records of the City as provided by section 19.31 of Wisconsin Statutes and related statutes
- Determines what City information is available for disbursement under a request for information from various people and entities

- Maintains custody of and is responsible for all oaths, bonds, records, files, papers and property required to be deposited with the position
- Responsible for the disposal of obsolete records as authorized by state statutes
- Assists the City Building Inspector, City Engineer and City Attorney as necessary

#### **4. Election Duties.**

- Performs duties prescribed for local clerks in the election laws, Chapters 5-12, of Wisconsin Statutes
- Maintain voting records and poll lists, contact election officials to serve at elections, distribute absentee ballots, and oversee election day.

#### **5. Financial Duties.**

- Receives bills and claims against the city, examines and validates each document, verifies the appropriate budget appropriation, issues the order to pay each bill, and disburses checks after approval of expenditures by the City Council. This includes bills and claims for the City, Utility, Library, TIF, etc.
- Maintain general journals, revenue journals and distribution ledgers for the City General Fund and Utility Fund.
- Compiles timesheets; maintains and updates payroll records. Prepare and compute payroll, write checks, and maintain earnings records for all City employees. Prepare W-2's for all City employees.
- Assists with preparation of annual budget
- Calculate tax mil rate, prepare real estate and personal property tax bills, and mail to property owners. Collect tax payments, record payments, and provide detailed accounting of tax payments to County.
- Provide Tax Assessor with necessary information regarding property owners, attend Board of Review and notify property owners of Board of Review determinations.
- Prepare Statement of Assessment and Statement of Taxes regarding property assessments and tax information. Forward required tax payments to appropriate taxing jurisdictions.
- Certifies the levy to the appropriate authorities
- Files the accounts approved by the City Council and enters a statement of the accounts in the City's record books
- Prepares all tax documents in compliance with Wisconsin Statutes
- Apportions tax revenues collected by the city to the various entities as required by law
- Provides information and assistance to the City Assessor and the Board of Review
- Prepare financial reports and statements for various committees and Council or State agencies.
- Prepare departmental reports monthly regarding budget balances and monthly posting reports.
- Maintain records and complete reports for Social Security, Withholding Taxes for Federal and State, Retirement Fund, Life Insurance, Income Continuation Insurance, Health Insurance, Deferred Compensation, and Unemployment. Prepare and submit quarterly or yearly reports in a timely manner.

#### **6. Notices**

- Publishes and/or posts ordinances and resolutions as required under section 60.80 of the Wisconsin Statutes

- Publishes bids, RFP's, job openings and other City business notices as required or requested
- Provides all appropriate notices as required by Wisconsin statute and City regulations

**7. Licenses.**

- Issues licenses or permits granted by the City Council upon presentation of a receipt showing that any required fee has been paid
- Sends and reviews applications for tobacco licenses, operator's licenses and alcohol licenses

**8. Other Duties as Required by the City Council.**

- Performs other required duties as assigned by the City Council pursuant to section 60.33(11) of the Wisconsin Statutes

**TREASURER RESPONSIBILITIES**

**Treasurer's Position Summary:**

The City Treasurer performs the statutory duties of the City Treasurer as provided in section 62.09(09) of the Wisconsin Statutes and other related statutes as well as the duties contained in City ordinances, resolutions and polices that may be enacted by the City Council. It is the responsibility of the City Treasurer to review, understand and follow these regulations as well as to keep abreast of any updates to them.

**Primary Function**

The Treasurer maintains the City's financial system, administers City finances and maintains records in compliance with federal and state statutes as well as Green Lake county and City ordinances. The responsibilities of the Treasurer are listed below.

- Directs, coordinates and supervises the financial activities for the City
- Collect all monies received by the City and deposit, as soon as practicable, the funds of the City in the public depository designated by the City Council
- Manages the loans and bonds as authorized by the City
- Conducts banking transactions and reconciliations for City accounts
- Assists the Finance Committee with maintaining the City's investment policy
- Processes, reconciles and audits accounts payable and receivable, and cash received
- Ensures that expenditures do not exceed appropriations
- Maintains and updates payroll records
- Files required tax reports
- Complies with mandates and processes as directed by the Green Lake County Treasurer and the Wisconsin Department of Revenue
- Prepares monthly financial reports for the City Council showing the current budget versus actual numbers, list of claims and other reports as requested
- Prepares, in cooperation with the Finance Committee, policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the City
- Obtains all the information needed for the City auditors
- Retains all public records that are required by City, County, State, or Federal regulations

- Prepare Utility Records for billing, review all billings, and mail utility customer bills quarterly.
- Attends various training sessions, meetings and seminars as directed or scheduled by the City Council
- As Purchasing Agent, approve by signing all departmental purchases made for the City.
- Completes other assigned duties as directed by the City Council

## **Job Qualifications**

### **Education**

Minimum of Associates Degree in Accounting, Public Administration or related field of experience, specialized course work in general office practices such as accounting and bookkeeping.

### **Experience**

Three to five (3 – 5) years of increasingly responsible and related experience

### **Necessary Knowledge, Skills and Abilities.**

- Computer literacy including MS Office Suite, *Outlook*, and internet browsers.
- Able to use and operate other electronic equipment, such as calculators, copiers, phone, fax, and other standard office equipment
- Financial/Budgeting experience in a business setting,
- Experience with *QuickBooks* accounting software
- Strong listening, verbal and written communication and organizational skills
- Strong attention to detail
- Ability to work professionally and congenially with a wide variety of people in multiple situations and in the public
- Ability to report events in an unbiased manner
- Independent decision making skills
- Communicate effectively verbally and in writing.
- Effectively meet and deal with the public.
- Speak, read and write the English language.

### **Special Requirements**

- U. S. citizen.
- Eighteen (18) years of age or older at date of appointment.
- Wisconsin Driver's License, valid without record of suspension or revocation in any state – possess, or ability to obtain by date of appointment and maintain throughout employment.
- Felony convictions or disqualifying criminal history – none within the past seven (7) years.
- Bondable
- Notary Public Certification – possess, or ability to obtain within six (6) months of date of appointment

**Physical Demands**

- Sit or stand for long periods of time in a general office environment
- Some weeks require long, irregular hours and evening duties
- Infrequent lifting of 40 pounds

**Further Requirements**

- There will be background checks performed as a condition of employment