DEPUTY CLERK-TREASURER full-time (min. 32 hrs./wk.); hourly; non-exempt

DUTIES AND RESPONSIBILITIES

Not to be construed as exclusive or all-inclusive

Able to perform without supervision.

Coordinate, participate and communicate with all units of government on a daily basis.

Assist citizens in person and over the phone daily; take messages and disseminate information.

Sort and distribute mail daily.

Enter receipts and make daily bank deposit.

Enter invoices for approval by council; print and mail payments; track monthly, bi-annual and annual payments; sign checks in the Clerk-Treasurers absence.

Responsible for quarterly utility billing including uploading data, reviewing reports and sending accurate files to 3rd party vendor for printing and mailing.

Add late fees and send out utility past dues and disconnect notices as required; keep and administer Deferred Payment Agreements; perform an annual process to move unpaid utility bills to the tax bill.

Enter interim utility work orders for movers, meter change outs, leaks, and bill as required.

Complete special assessment letters for title companies as needed.

Post/publish agendas, compile meeting packets, attend meetings, take minutes, maintain files and perform any required follow-up for the Utility Board and such other committees, boards or commissions as may be directed.

Perform audit preparations and support annually; complete various work papers, answer questions and supply requested reports; assist in entering adjusting journal entries and review of trial balances.

Perform election duties as required by Wisconsin law; keep and maintain election records and property used in conjunction with the holding of elections.

Administer oaths and affirmations; perform as a notary as needed.

Maintain orderly electronic and paper files.

Send invoices to various parties for miscellaneous services.

Maintain the city webpage.

Attend training as required.

Keep and maintain Material Safety Data Sheets for each department; work with the Safety Coordinator on safety related items.

Collect, enter and reconcile tax receipts for 2 counties.

Responsible for annual dog and cat licensing and reporting.

Assist in annual liquor licensing process.

Enter journal entries and balance adjustments as needed.

Assist in maintaining leases, agreements and contracts.

Abide by/enforce the records retention policy.

Be able to perform Payroll duties in the clerk-treasurers absence.

Be able to perform the monthly bank reconciliations in the clerk-treasurers absence.

Assist the city assessor in maintaining property assessment records.

Assist the city building inspector in the permitting process and maintaining of records.

Coordinate the preparation and compilation of the annual Utility budget.

File insurance and workman's compensation claims on behalf of the city.

Locate suppliers of goods or services; obtain quotes as requested; order supplies and refill stock.

Identify and evaluate ideas to achieve more efficient and effective operations.

Confer with the Mayor, department heads and Common Council members about projects and issues.

Assist in maintaining personnel files; keep and maintain up to date employee handbooks.

Help to develop and document policies and procedures.

Perform duties of the Clerk-Treasurer during absences.

Perform light housekeeping duties.