

VILLAGE OF MINONG

DEPUTY CLERK-TREASURER

REPORTS TO

Clerk-Treasurer

POSITION

Deputy Clerk-Treasurer

GENERAL FUNCTION

The Deputy Clerk-Treasurer performs assigned clerk, treasury, accounting, auditing, customer service, and administrative functions in support of the Village of Minong. The position supports the Village General Ledger System and other municipal operations in accordance with applicable Wisconsin statutes, Village ordinances, policies, and procedures. The Deputy Clerk-Treasurer works under the supervision and guidance of the Clerk-Treasurer.

ESSENTIAL FUNCTIONS**Treasury, Accounting & Financial Support**

- Maintain, monitor, and perform duties necessary to support the Village General Ledger System.
- Maintain accounts payable and accounts receivable systems.
- Maintain the Village general ledger system.
- Record department budgets and revisions adopted by the Village Board.
- Assist with treasury functions, including collections, deposits, and tax collections.
- Process, print, and distribute periodic financial statements; review monthly reports for inaccuracies.
- Perform monthly bank reconciliations.
- Assist Village departments with preparation of annual budgets.
- Provide budget preparation data, including six-month actuals, prior-year actuals, and current-year budget figures.
- Modify and update budget documents in Workhorse; enter data, answer questions, and print documents as needed.
- Review submitted budgets for completeness and accuracy and assist with correction of errors.
- Assist with preparation for the annual audit conducted by an independent Certified Public Accounting firm.
- Assist in preparing financial reports for Village departments, the Village Board, committees, and State agencies.
- Perform Village accounting functions using Workhorse applications, Microsoft Excel, Microsoft 365, cloud-based software, and other applicable systems.
- Assist with oversight of the utility billing process and process payments and bank deposits.

Clerk & Administrative Support

- Provide election administration support.
- Provide courteous and professional customer service to the public and respond to questions and concerns as appropriate.
- Assist with Village website management.
- Assist with licensing functions, including alcohol, tobacco, and dog licensing.
- Perform confidential duties involving litigation, personnel matters, and closed-session meetings as assigned.
- Assist with agenda and meeting packet preparation for the Village Board and various committees.
- Attend occasional evening meetings as assigned.
- In the absence of the Clerk-Treasurer, perform duties as assigned and within the authority of the Deputy Clerk-Treasurer position.
- Assist other Village departments with clerical, administrative, and accounting-related duties as assigned.
- Know and follow Village safety policies and perform all job duties in a safe and prescribed manner.
- Perform other duties as assigned.

EXPERIENCE, TRAINING & QUALIFICATIONS

Municipal government experience or experience in a related field is preferred, but not required. The Deputy Clerk-Treasurer must have working knowledge of computers and office software, including Microsoft Word and Excel, and the ability to learn software upgrades and new systems. Data-entry experience is required.

- Ability to work independently, manage competing priorities, work under pressure, and maintain close attention to detail.
- Ability to understand and follow oral and written instructions and communicate effectively, both verbally and in writing.

VILLAGE OF MINONG | POSITION DESCRIPTION

- Basic mathematical and recordkeeping skills necessary for reports, data entry, reconciliation, and general accounting functions.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive municipal information.
- Ability to operate standard office equipment, including computers, printers, copier/scanner equipment, calculators, and telephones.

PHYSICAL REQUIREMENTS

Approximately sixty percent (60%) of the work time is spent sitting and using near vision; thirty percent (30%) is spent talking, listening, writing, and typing; and ten percent (10%) is spent standing, walking, climbing or using steps, using far vision, reaching, feeling, lifting, and carrying. In unusual situations, the position may require stooping, kneeling, crouching, bending/twisting, and low- to medium-level pushing or pulling.

POSITION DESCRIPTION NOTICE

This position description is intended to define the primary responsibilities, physical demands, and skills associated with the Deputy Clerk-Treasurer position. It is not intended to be a complete list of all duties, responsibilities, or essential functions. The Village reserves the right to assign, direct, modify, amend, add, or remove duties as operational needs require.

EQUAL OPPORTUNITY & ACCOMMODATION

The Village of Minong is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective and current employees to discuss potential accommodations with the employer.