

CITY TREASURER/UTILITY ACCOUNTANT POSITION DESCRIPTION

General Statement of Duties:

Performs a variety of routine and complex accounting, finance and administrative work. Performs duties of the City Treasurer as set forth in Wisconsin Statutes §§ 62.90(9) and as directed by the City Administrator.

Distinguishing Features of the Position:

The employee is at will and exempt status. The employee reports to the City Administrator. The employee is reviewed annually.

The employee will provide information on an advisory basis to the City Administrator, and other department supervisors. Position requires the exercise of judgment, initiative and discretion based upon a knowledge of Wisconsin state law and municipal administrative and/or operating policies and procedures.

Examples of work (illustrative only):

Administrative:

- Implements policies and directives of the City Administrator.
- Oversees the insurance coverage and claims on all property.
- Assists the City Administrator and City Clerk as needed on all liability claims.

Management of Cash, Revenues and Investments:

- Manage the collection, receipting and depositing of all monies paid to the city.
- Maintain proper records of all monies received by the city.
- Manage disbursement of funds from the treasury upon proper authorization.
- Invest city funds as authorized by statute and City Council.
- Manage funds to meet city's cash flow needs.

Accounting:

- The employee is not permitted to act as a cashier as the employee reconciles general ledger accounts and accounts receivable.
- Acts as the custodian of petty cash for the City's general fund.
- Assists the City Administrator with the annual budget.
- Prepares documents and completes entries essential for the annual audit
- Balances the general ledger and prepares other financial statements.
- Calculates debt service payments and tax settlement payments.
- The employee prepares and enters monthly journal entries to be approved by the City Administrator or designee.
- The employee is responsible for wire transfers and ACH transfers.
- The employee is the administrator of the Business On-Line Banking system.
- Calculates annual developer agreement invoices.
- Administers utility fixed assets and depreciation schedules.

- Oversees the maintenance of general property inventory and depreciation of fixed asset accounts-
- Oversees the tracking and balancing of utility material inventory.
- Administers project estimates, tracks construction deposits, and performs other related aspects of project accounting.
- Oversees Accounts Receivable transactions.
- Performs the clearing of checks as part of the bank reconciliation process.

Taxes:

- Calculates final mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, preparing annual TIF certification and mailing tax bills to property owners.
- Manages annual tax collection process including mailing bills, giving tax information to the public, reconciling information turned over to the County Treasurer, monitoring reports returned from the county and disbursing proper funds to state, county, and school districts from tax collections in accordance with state law.
- Corresponds with room tax collectors, monitors collections and submits reports to the State of Wisconsin.

Financial Reporting:

- Prepares quarterly Treasurer's Report.
- Assists in the annual budget preparation.
- Assists the City Administrator with budget data entry and in assembling documents for yearly audit. Assists with TIF certification and reporting and the annual review of development agreements.
- Maintains all Tax Incremental District financial records and files required reports.
- Prepares financial reports for the State of Wisconsin (i.e. Form C).

Miscellaneous:

- Attends the Finance and Labor Relations meetings to provide the Treasurer's Report and drafts minutes for approval.
- All other duties as assigned.

Required knowledge, skills, and abilities:

- Ability to write clear and concise reports and letters.
- Thorough knowledge of modern accounting methods and practices.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

Job standards (acceptable experience, training and education):

- Graduation from high school or GED equivalent.
- Associate Degree in Accounting or a related business field. Any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities may be considered.
- Three to five years of experience in fund accounting or any combination of training and experience that will provide equivalent knowledge of Generally Accepted Accounting Principles, Governmental Accounting Standards, Fund Accounting and general business management practices and procedures.
- Continuing education and potential certifications for the position are required.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

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 disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

To maintain consistency and availability to other department heads and staff members the majority of hours worked in a week will range from 7:00 AM to 5:00 PM; Monday through Friday. An unpaid lunch break at a mid-point of the shift is required and additional hours for meetings may be required.

The duties listed 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 position description of the City Treasurer 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. No individual City official has authority to enter

into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 10-08-2020

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____