

# Town of Ixonia Clerk/Treasurer Job Description

Job Title: Clerk/Treasurer

Department: Clerk/Treasurer

Reports To: Town Chairman & Town Board

## GENERAL DESCRIPTION:

This position is responsible to provide administrative, fiscal and program support to the Departments and provide customer service to members of the public. Position responsibilities include, but are not limited to: maintain all official records and documents of the Town of Ixonia and prepare all financial transactions for the Town of Ixonia..

## Essential Job Functions:

*The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

- Prepares agenda packets – working with Town Chairman and Department Heads
- Reconcile and balance all accounts working together with Deputy Treasurer
- Receive and deposit all moneys belonging to the Town of Ixonia and/or paid to the Treasurer
- Review and process all Accounts Payable vouchers of Town of Ixonia bills from all departments. Prepare purchase orders when needed.
- Review daily bank deposits and take to Ixonia Bank
- Prepare monthly financial reports for Town Board.
- Complies with all Statutory requirements of the Town Clerk and Town Treasurer
- Reviews all employee timesheets for payroll processing. Process all payroll including withholding taxes, deferred compensation, WRS, health, dental and vision insurance and any other benefits employees choose. Releases ACH payment for Direct Deposit into employee accounts.
- Process all new employees for all departments of the Town of Ixonia, including withholding forms, I-9 forms, benefit forms and retirement forms. Set up appointments for new employee physicals and drug testing.
- Maintain personnel files for every employee and update personnel records as necessary. Process all changes for employees to withholdings, deferred comp and insurances.
- Responsible for preparing tax and FICA withholding, after each payroll, Prepare quarterly federal and state reports. Electronically pay Wisconsin Retirement and Employee Trust Fund insurance premiums. Prepare monthly payments for Life and Disability premiums
- Responsible for creating annual W-2 forms, W-3 Reconciliation and WRS reconciliation.
- Work with Town Chairman, Labor Attorney and Department Head for new hires
- Prepare and maintain current file of Oaths of Office for all elected and appointed officials.
- Process all insurance matters for Town including claims on Town policies, worker's compensation reports, bills for damages to Town property.
- Issue annual dog licenses, calculate payment to County Treasurer per State Statute
- Distribute license renewal applications annually, work with Fire Department Inspectors to provide inspections of alcohol premises at renewal; and ensure all license fees are paid

and properly allocated. Present all alcohol licenses to Town Board for approval as prescribed in Wisconsin State Statute. Run background checks on all Operator licenses.

- Oversee all miscellaneous billing for all accounts including Fire Department, Highway Department and Town.
- Assist with Utility District #1 & #2 in billing, account maintenance, payments and questions.
- Assist Utility Plan Manager with filing required reports
- Assist all Department Heads with any reports or budget issues
- Review and process monthly LifeQuest receipts for Fire/EMS billing
- Compute interest on delinquent personal property taxes and issue notices on delinquent tax collections. Calculate chargeback notices for unpaid personal property taxes per Wisconsin State Statute.
- File annual TID Report with Wisconsin Department of Revenue
- File all necessary reports for Clean Water Fund and loan payments
- Semi-annually make GO Bond payments
- Review and assist in preparation of assessment letters and verify outstanding sewer charges and other liens on properties for real estate closings.
- Prepares all agendas for Town Board, maintain all materials for town board and work closely with Town Chairman and Board as required or necessary.
- Responsible for conducting elections for the Town. Responsibilities include but not limited to: distributing and recording nomination papers; verifying signatures; preparing ballot order and ordering ballots, certifying candidate names for local elections; maintain voter registration lists, schedule poll workers for election day; provide training for all poll worker and Chief Inspectors. Publish all legal notices connected with elections. Work with County Clerk to provide election results timely and return all voting documents as prescribed by Wisconsin State Statute.
- Prepare legal notices for publication. Work with Deputy Clerk/Treasurer and Public Works Superintendent in preparing and distribution of special assessment notices and letters as prescribed by Wisconsin State Statute
- Prepare budget for Town working with all Departments. Prepare specific budget for Clerk/Treasurer, Elections, Town Board. Publish notification of public hearing, work with town Chairperson to distribute proposed budget to Department Heads and Town Board.
- Receive all taxing jurisdictions tax levy and work with County to calculate tax rate and process tax bills. Receive and maintain Department of Revenue Statement of Assessment and Tax Credit reports. File Levy Limit reports and Statement of taxes as prescribed by Wisconsin Statute.
- Work with Deputy/Clerk Treasurer to receive tax payments and reconcile tax payments. Distribute tax settlements to County, State, School Districts and VoTech as prescribed by law.
- Work with contracted Assessor setting Open Book and Board of Review dates. Send Tax Exempt documents to exempt properties per State Statute – even years. Serve as Clerk to the Board of Review and prepare agenda and minutes. Publish Open Book and Board of Review notices as prescribed by State Statute. Work with County Land Information to submit final Statement of Assessment.
- Complete various government forms including those requested by the U.S. Census Bureau.
- Work with Town Chairman on confidential correspondence as necessary.
- Submit adopted ordinances for codification and ensure they are displayed on Town website. Work with Town Attorney on creation of new town ordinances as necessary. Assist in creating and/or writing of Town Resolutions to be presented to Town Board.
- Work with contracted Building Inspector – forms, fees, deposits.
- Oversee and maintain Town website and Town Facebook page. Determine proper information to be displayed on social media sites in conjunction with Town Chairman.
- Work with park rentals – baseball teams, and Park & Recreation Committee for events hosted in town parks.

- Serves as Clerk for Plan Commission sending all notifications of hearings, creating agenda packet and taking minutes at meetings. Notifying Jefferson County zoning of all actions taken and approved.
- Serves as recording Sec'y for Park & Recreation Committee. Assist with scheduling activities and events hosted by committee. Creating agenda packet and minutes as necessary.
- Serve as Official custodian of all Town records and documents. Respond in a timely manner to all requests and inquiries regarding official town documents.
- Provide customer service in person, on phone and through written correspondence to Town residents. Respond to all inquiries relating to Town ordinances or other business.
- Performs all other duties as required by law or by any ordinance or other direction of the Town Board.

#### Other Duties

Other duties as may be assigned by Town Board as necessary.

Attend seminars, conferences, trainings and meetings to enhance quality of Town Clerk/Treasurer position.

Must become member of Wisconsin Towns Association, Wisconsin Municipal Clerk Association, Wisconsin Municipal Treasurer Association.

#### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Required Knowledge, Skills and Abilities:

High School graduate (or HSED equivalent) plus experience and/or training in bookkeeping and municipal government or related experience. Must have WCMC or IIMC certification or able to obtain within one year of hire.

- Good knowledge of cash handling practices, and the ability to apply these principles to work situations
- Good knowledge of office practices, procedures and the operation of standard office equipment
- Ability to follow moderately complex instructions and adhere to prescribed routines
- Ability to maintain general office records and to prepare reports and answer questions
- Skill in the utilization of computerized equipment, Windows software including but not limited to Word, Excel, Outlook and software associated with election and financial management.
- Ability to understand and issue oral and written instructions
- Ability to make decisions in accordance with rules, regulations and Town policy
- Ability to establish and maintain complex records and filing systems
- Ability to establish and maintain effective working relationships with supervisors, employees and the general public
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations
- Ability to work the allocated hours of the position and respond after hours as needed
- Must be in good standing with Wisconsin Municipal Clerks Association and Wisconsin Municipal Treasurer Association.
- Ability to learn Work Horse Accounting Software for all accounting and utility billing and miscellaneous billing.

- Ability to carry out difficult and various administrative and clerical details with little supervision.

#### Language Skills and Reasoning Ability

Ability to read and interpret documents such as accounting and administrative rules, operating instructions, Town ordinances and laws and procedure manuals.

Ability to speak effectively with fellow employees and the general public.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

#### Physical and Work Environment

*The physical and work environment characteristics described in this description and representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Occasional lifting of Election equipment of up to 50 pounds
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions
- Work is generally in a moderately noisy office setting (business office, light traffic)
- This position will be working with a Team oriented organization working with all departments and employees within the Town of Ixonia

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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 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.*