

3.09B

POSITION TITLE: FINANCE DIRECTOR/TREASURER

DEPARTMENT: ADMINISTRATION

SUPERVISOR: VILLAGE ADMINISTRATOR

LOCATION: VILLAGE HALL

Permanent full-time Management Position. Salary-Exempt position.

General Office Hours: 8 am – 5 pm.

Additional hours may be required to meet the needs of the organization.

Limited night meetings.

A. GENERAL STATEMENT OF DUTIES:

This position develops, evaluates, and oversees the day-to-day and year-end financial functions of the Village. Performs the duties of Treasurer contained in the State Statutes and Municipal Code. Responsible to the Village Administrator on a day-to-day basis, subject to State Statutes, Village Ordinances, and orders/directives of the Village Administrator and Village Board of Trustees. This is a permanent full-time position.

B. DISTINGUISHING FEATURES OF THE POSITION:

The Director helps sustain the Village's fiscal health and stability of the Village by managing all financial operations of the Village, tax incremental districts, Water and Sewer Utilities, and impact fees; collecting property taxes for the Village and other taxing entities; overseeing the maintenance of financial accounts and records; assuring compliance with generally accepted accounting practices; keeping the Administrator and Village Board apprised of financial issues and the Village's fiscal condition; ensuring proper procedures and controls are followed in the processing of financial data; developing financial management policies and procedures; facilitating the audit firm's preparation of annual financial reports; assisting the Village's Assessor in maintaining tax assessments. Share general office responsibilities with the Administrative Assistant and the Village Clerk.

C. EXAMPLES OF WORK:

PRIMARY DUTIES:

Handle payroll liabilities & reports, quarterly and annually; Serve as the Village's benefits coordinator; administer water/sewer billings, collections, and accounting; carry out investments on behalf of the Village; record and maintain correct balances in all checking and savings accounts; carry out all accounting functions and prepare monthly reports through use of data processing; maintain all records and vouchers for disbursements and receipts; supervise the issuance of licenses; administer the collection of property taxes and disbursements to taxing jurisdictions; make long-term debt payments and oversee the Village's insurance activities; assist administrator and department heads in preparing the annual budget; assist with annual audit.

PERIODIC SHARED DUTIES:

Telephone and counter reception; file and maintain records; provide radio dispatch to Department of Public Works, Water Department, and Wastewater Department; receipt water/sewer bills; collection of general receipts due the Village; issue dog and cat licenses; respond to public requests for information and assistance about: property taxes and assessments, zoning information, building codes, refuse and recycling, public records, special assessments, licenses and permits, absentee voting, water bills and service; and similar other duties as may be assigned by the Village Administrator.

D. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's degree in accounting, finance, business administration or related field; and two - three years of experience in accounting, with experience in a government setting or demonstrable skills in governmental fund accounting ideal, or an equivalent combination of education and experience where additional work experience may substitute for up to two years of education; and the ability to become a Certified Municipal Treasurer under Wisconsin Statutes.

E. ADDITIONAL REQUIREMENTS:

Individual must be able to work well with the general public and effectively explain Village billing and taxing procedures. Because this position involves the handling of all Village funds, this person must be bondable.

I have read and fully understand the Position Description for Village Treasurer. I agree to perform all the duties listed within the description.

Employee: _____

Date: _____

Village Administrator: _____

Date: _____