

**CITY OF KEWAUNEE
JOB DESCRIPTION**

JOB TITLE: City Clerk/Treasurer
DEPARTMENT: Administration
DATE APPROVED: August 8, 2016

SUMMARY DESCRIPTION:

Under the direct supervision of the City Administrator, performs all City Clerk and Treasurer duties as required by Wisconsin Statutes and City Ordinance. Position also coordinates a wide range of clerical and support functions for the City Administrator's office. Responsible for administering elections, voter registration, preparation of meeting agendas, documenting meeting minutes, accounting entries, financial reporting, tax preparation and collections, issuing licenses and permits, and maintenance of public records. Provides back-up support for other essential administration functions, such as payroll processing, utility billing, publishing notices, and records management.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

(The following duties and responsibilities are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.)

Performs all duties of City Clerk and Treasurer as required by Wisconsin Statute or City Ordinance.

In coordination with the City Administrator, Mayor and the Council, ensures that appropriate agendas are prepared to all meetings of the Council, all Council Committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required.

Posts, publishes, or advertises meeting agendas, minutes, ordinances, and resolutions as required by Wisconsin Statute or City Ordinance.

Prepares accounts payable and receivable transactions including coding and posting information to automated journals; verifies account information; and generates checks for bill payments.

Assists in the maintenance and processing of payroll and the preparation/submission of federal and state reports in the absence of the Utility Clerk/Administrative Assistant.

Assists with annual financial audit.

Prepares or generates financial reports for the City Administrator and Council.

Processes and maintains all licenses issued by the city including but not limited to: liquor licenses, pet licenses, tobacco licenses and rental permits. Works with necessary outside agencies in the performance of these duties.

Provides backup front-desk service and assistance, receipting payments and providing general assistance to customers. Assists in screening and directing telephone calls and visitors to the appropriate department.

Performs daily bank deposits and bank reconciliations.

Administers elections, including assembling and disassembling election equipment, training personnel and volunteers and recording results. Oversees and administers the absentee ballot process, recording, distributing and filing absentee ballots.

Performs tax billing, collection, and settlement. Prepares mailings, adjusts statements, collects and posts payments and generates reports. Performs breakdown of payments for various jurisdictions and responds to mortgage company requests for information.

Completes all reports and information required by Statute.

Attends formal classroom training or seminars as directed.

Performs related work as required.

QUALIFICATIONS:

Education and Experience:

High school diploma required with preference given to persons with an Associate or higher degree in accounting, public administration or a related field.

3+ years experience in bookkeeping, accounting, or other financial-based clerical duties preferably in a municipal government setting involving government accounting.

Certification as Clerk/Treasurer, or obtain certification within 5 years of hire.

Knowledge, Skills and Abilities:

Knowledge of modern office procedures and practices and skill in application.

Knowledge of election laws, voter registration and records management.

Knowledge of the organization, structure, operations, and procedures of municipal government and the functions of various departments to effectively assist the public.

Skill in preparing, maintaining, and updating records and documents and compiling and evaluating complex financial data and preparing comprehensive and accurate reports.

Skill in operating basic office equipment and technology including computers and related financial, word processing, spreadsheet, and database software (Microsoft Office Suites, WordPerfect, Banyon Data System government software, and Windows operating system).

Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with other employees, elected officials, governmental agencies, the media, vendors, and other external contacts and the public.

Ability to train and supervise personnel and volunteers involved with elections.

Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently. Ability to communicate effectively, manage multiple tasks, meet deadlines and adhere to detailed processes and procedures.

Ability to exercise a high degree of diplomacy in contentious and confrontational situations.

Ability to critically assess situations, maintain attention to detail, problem-solve and work effectively under stress, within deadlines and changes in work priorities.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly in a business office setting where he or she is regularly required to sit and occasionally required to exercise limited mobility. The employee is regularly required to talk, hear, read and interpret documents and correspondence and view and produce written and electronic documents. The employee is also required to use manual dexterity to type or write, and communicate with others in person and on the telephone and to use hands to finger, handle, or feel and reach with hands and arms.

The employee must occasionally lift and/or move light-weight to moderately-heavy items. The noise level in the work environment is usually quiet to moderate.

(The work environment characteristics and physical demands described here are representative of those an employee encounters or must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)