

Village of Deerfield
Position Description

Name:

Title: Deputy Clerk/Treasurer

Date Approved by Village Board: ---

Department: Administrative

Reports to:

Purpose of Position

The position ensures that customers of the Village (residents and businesses) are provided excellent customer service through the use of the Village's accounting, utility billing and miscellaneous billing processing systems.

Assists in performing clerical and financial activities of the Village under the direction of the Village Administrator.

Serves as Deputy Clerk, Treasurer and primary Utility Clerk

Responsible for duties and activities as provided in the Wisconsin Statutes and Village Ordinances.

Assists Village Administrator in the organizational operation of the Village.

Essential Duties and Responsibilities

The following duties are for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Facilitate communications between citizens and village government, handling concerns and questions and processing prompt, responsible follow-up.
- Assist in maintaining and preparing necessary records for the village, including agendas, resolutions and ordinances, minutes, finances and economic development, inventories, equipment and any other records as required.
- In absence of the Clerk attend meetings of the Village Board and Planning Commission, and other committees as necessary or as the Board requests, and maintain all minutes and records of those meetings.
- Transfer all information to the Village Board members as required and requested by the Village Administrator.
- Assist in maintenance of village ordinance books.
- Assist with management of special assessments.
- Oversee all aspects of the election process and participate in and/or provide the necessary training to implement an election.
- Assist the Assessor and citizens regarding the annual Open Book and Board of Review.
- Prepare Water/Sewer/Garbage/Recycling Bills.

- Update files for Water, Sewer, Garbage and Recycling relating to the utility billing.
- Make adjustments for utility bills.
- Prepare information for the Deerfield Public Library.
- Prepare vouchers for board meetings.
- Prepare Treasurer's Report/Voucher Report for Village Board.
- Prepare and process payroll, all necessary bookkeeping follow-up and reports.
- Figure out amounts needed to be transferred to cover checks/payroll.
- Keep track of balance remaining for clothing allowance and supplemental health benefit.
- Monitor and process tax bills and tax collection.
- Monitor and maintain records on all aspects of the dog and cat licensing.
- Monitor all aspects of liquor, beer, picnic and gathering, cigarette, history searches, and operator licenses and second hand and direct sellers permits, or any other required licenses.
- Collect money from customers and prepare deposit for bank.
- Go to the bank as necessary, including daily deposits, document processing, getting change, and other requests as given by the Village Administrator.
- Assist Administrator with the budget preparation for all village funds.
- Prepare work compensation audit information requested by Insurance.
- Maintenance of Property Tax Key file system.
- Process newsletter for mailing.
- Work with Title Companies regarding the preparation of Special Assessment Letters.
- Do tasks as requested by the Administrator or the Village Board.
- All duties of the Deputy Clerk/Treasurer as required by law.
- Any other task assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent degree. Successful completion of courses in accounting preferred. Training, and/or experience in bookkeeping, budgeting, procurement, payroll, data entry and word processing. Minimum two (2) years double entry accounting experience, prefer in a municipal organization. Must meet the requirements as set forth in 61.25, 61.26 and 61.261, Wisconsin Statutes.

Skills, Knowledge and Abilities

- Excellent oral and written communication skills.
- Excellent organizational skills.
- Knowledge of government accounting and bookkeeping requirements.
- Ability to operate the Village's data processing system.
- Ability to maintain professional relations with the general public.
- Ability to maintain working relationships with all employees of the Village.

- Ability to prepare and maintain accurate records and to prepare reports as required.

The Village of Deerfield 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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor Signature

Date