

VILLAGE OF RIVER HILLS JOB DESCRIPTION
DEPUTY CLERK/TREASURER

REPORTS TO: Village Manager/Clerk/Treasurer or their designee.

PURPOSE OF POSITION:

Performs the statutory duties of the Clerk and Treasurer. Acts as office manager, planning and performing all Village administrative functions. Provides support duties for the Manager/Clerk/Treasurer.

ESSENTIAL FUNCTIONS:

1. Customer Service/Public Assistance: Performs routine telephone, internet based and in-person inquiries.
2. Calculates and prepares the annual sewer billing.
3. Performs all payroll/benefits and accounts payable/receivable functions.
4. Financial: reconciles bank statements, general ledger entries and GL oversight.
5. Manages all aspects of Village tax collection.
6. Issues liquor and dog/cat licenses as well as all building permits.
7. Process cash receipts and prepare deposits.
8. Assist with conduct of elections, including all WisVote functions.
9. Registers voters and processes absentee ballots and applications.
10. Maintains accurate and complete records.
11. Attends meetings and takes minutes as required.
12. Performs other administrative duties as assigned.

PHYSICAL DEMANDS OF POSITION:

1. Standing, walking, sitting and stooping.
2. Kneeling, crouching, climbing, bending and twisting.
3. Reaching, feeling, talking and normal range of hearing in an office environment.
4. Far vision 20 feet or further and near vision 20 inches or less with glasses needed.
5. Lifting, carrying, pushing/pulling 10 lbs. or less; on occasion, 20 lbs.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:

1. Inside workplace environment.

EQUIPMENT USED:

1. Typewriter, calculator, copy machine, computer, multi-line telephone, election machine, audio system in Board room and postage machine.

EDUCATION/LICENSE/CERTIFICATION REQUIRMENTS:

1. Associates Degree in Accounting, Finance, or related field.
2. Minimum of two (2) years of municipal accounting or five (5) years general accounting experience preferred.
3. Must be bondable according to State Statutes.
4. Ability to obtain a notary public certification.
5. Demonstration of good character as determined from a thorough background investigation.
6. Prefer Wisconsin Certified Municipal Clerk and/or Certified Treasurer or ability to attain.

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KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:

1. Good knowledge of office practices and procedures and skill in their application.
2. Proficient in the use of Microsoft Office applications.
3. Experience with Civic Systems preferred.
4. Certification in WisVote preferred.
5. Above average mathematical knowledge; basic accounting.
6. Effective communication, oral and written.
7. Skilled in use of general office equipment.
8. Understanding and following work rules.
9. Good interpersonal skills and ability to maintain and foster cooperative working relationships with peers and supervisors.
10. Ability to work independently, exercise initiative, resourcefulness and good judgment.
11. Ability to maintain confidentiality of all Village matters.
12. Ability to deal with the public with tact and discretion.

WAGES/BENEFITS:

\$26.25 - \$29.44 per hour, depending on qualifications, 40 hours per week. Benefits as outlined in Human Resource manual. Wisconsin Retirement System pension.

MEDICAL:

All applicants may be required to submit to a medical examination, including drug testing, prior to appointment. Testing shall be consistent with requirement of the position.

RESIDENCY:

There is no residency requirement.

BACKGROUND:

All permanent appointees may be fingerprinted and includes a record check made by Local, State or Federal authorities. A conviction is not an automatic bar to employment.

DISCLAIMER:

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. This is an "at will" position, and no language found in this posting should be interpreted in any way to create an employment contract of any type.

The Village of River Hills is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.