

Clerk/Treasurer/Utility Administrator - Village of Genoa City – Walworth/Kenosha County

Deadline:

Thursday, August 31, 2021

Position Objectives:

The Village of Genoa City (population 3036), located in Walworth/Kenosha County, is accepting applications for the position of Village Clerk/Treasurer/Utility Administrator. This position is a department head position, responsible for performing various functions of the offices of Village Clerk, Village Treasurer and Utility Administrator as defined by State Statutes and Municipal Ordinances.

Duties and Responsibilities:

This position leads in administering the various programs and statutory procedures inherent in the daily operations of the Village. Activities include but are not limited to – detailed oversight of election processes within state mandates, managing all accounts receivables and payables including utility billings, tax collection, payroll; maintaining Village ordinances, issuing licenses or permits, and considerable records management such as posting notices and maintaining legal and other contracts as the custodian of records.

Assist in preparing the annual budgets for various departments. Assist with grant applications and track and perform all associated paperwork for Village borrowing. Handle annexation notices as required by State Statutes. All other reasonable duties assigned.

ESSENTIAL FUNCTIONS:

1. Supervise, arrange for additional training/cross training of Deputy Clerk/Treasurer and Office Assistant.
2. Invest public funds, transfer funds as necessary, and wire payments for debt payments.
3. Prepare required pre-assessment project notices to impacted property owners and levy special assessments when project is completed.
4. Assemble information packets to accompany meeting agendas for Village Board and Staff.
5. Attend monthly meetings and take minutes of the Village Board and other Boards and Committees.
6. Register voters, maintain well trained poll workers, conduct all elections, and enter data.
7. Issue liquor, cigarette, operator's, dog, and business licenses and building permit processing.
8. Become familiar with and be prepared to field questions on Village Ordinances and Zoning and prepare paperwork and publications for variances, conditional use, and rezones.
9. Administrate Utility billing and collection and maintain meter, water, and sewer inventory.
10. Annual update of Capital Improvements Program to prepare for Budgets.
11. Prepare annual Village Audit and PSC reports.
12. Operate efficiently Windows Office software such as Word and Excel as well as specialized software including Caselle for various accounting functions.
13. This position reports to the Village President and Village Board.
14. This is a Salaried position with daytime hours and some evening meetings, along with Election hours.

Minimum Qualifications:

A. Education. Associates Degree equivalent is required. Bachelor's degree in business, accounting, public administration, or related field preferred.

B. Experience. Prefer 3+ years of experience as municipal clerk and treasurer, deputy clerk or deputy treasurer or other comparable position in the government sector. Any equivalent combination of education and progressively responsible experience will be considered.

C. Certifications/Licenses. Certified Municipal Clerk, Certified Municipal Treasurer, or the ability to obtain certification in five (5) years is required.

D. Necessary Knowledge, Skills and Abilities.

Accounting and financial management knowledge. Excellent communication skills. Proficient operating knowledge of Windows, including Word, and Excel. Knowledge in Caselle Connect system a plus. Strong math background. Ability to multitask with accuracy and efficiency. Thorough knowledge of Wisconsin laws and local ordinances related to the duties of the office of Village Clerk/Treasurer. Ability to effectively meet and deal with the public; ability to handle stressful situations. Present self in a professional manner and dress in appropriate business attire. Ability to hold a flexible working schedule, travel for required meetings, training, seminars, and conferences in and out of town.

Benefits:

Based on Experience

Health Insurance, Dental and Vision Insurance, Life Insurance

The Village does contribute to WRS for Retirement.

More Information:

The candidate must pass a background check as well as a drug and alcohol test.

Candidate must be bondable and be a notary public within a year.

Please submit complete resume with references and application by August 31st.

Village Application is available on our website: www.genoacity.info

Contact: Claudia Jurewicz; Village Clerk/Treasurer/Utility Administrator
(262) 279-6472

Please send Resumes to: gcclerk@charter.net; or on-site to 755 Fellows Rd, Genoa City 53128
[click here for full job description and application](#)