

CITY OF HUDSON, WI
POSITION DESCRIPTION
POSITION TITLE: **FINANCE OFFICER/TREASURER**
IMMEDIATE SUPERVISOR: **CITY ADMINISTRATOR**
MAY 17, 2024

POSITION IN BRIEF: Administers and supervises financial and utility billing functions and serves as City Treasurer in accordance with state statutes, municipal ordinances and directives from the Mayor, Common Council and City Administrator.

Knowledge of investing, government fund accounting principles, budgeting, financial analysis, forecasting and financial reporting is required.

ESSENTIAL SKILLS AND JOB RELATED EXPERIENCE NEEDED: Thorough knowledge of the organization of municipal government; intricate knowledge of government fund accounting practices and procedures and related GASB rulings; ability to prepare reports for presentation to the Common Council and various committees, boards and commissions; ability to read, interpret and apply the provisions of laws, rules and regulations related to municipal finance and government administration; ability to create and retain clear and concise records and correspondence

EDUCATION AND JOB-RELATED EXPERIENCE:

- Bachelor's degree in accounting. The City may consider an individual with an Associates Degree in Accounting or Bachelors Degree in Public Administration, Finance, or Business Administration with extensive municipal finance experience.
- A minimum of five years of experience in municipal finance. Preference may be given to those with a background in Wisconsin municipal finance.
- Certified Public Accountant licensure or Certified Public Financial Officer certification desired, but not required.
- Must have the ability to be bonded and must have valid drivers license.

ESSENTIAL FUNCTIONS OF THE JOB:

Finance Officer:

- Maintains all financial records and reports on the financial condition of the City, including cash flow, indebtedness and borrowing requirements. Reports said financial information to the Common Council, staff, committees and boards. This includes financial recordkeeping for the General Fund and numerous other fund groups, including municipal utilities, library, Tax Increment Districts, cable television, capital projects and others.
- Ensures that all City investments meet policy guidelines and state requirements. Provide investment records to appropriate staff for recordkeeping.
- Assists City Administrator in preparation of the annual General Fund budget and develops budget for other funds in conjunction with the City Administrator and appropriate department heads.
- Provides financial information related for, and assists in preparation of, the annual operating budget of the Hudson Joint Fire Board. Assures that contracts for services and invoices for payments are completed and distributed.
- Coordinates annual audit, assuring that all financial transactions are completed in a timely manner and that all documentation required for the audit and the preparation of reports

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mandated by the State of Wisconsin and other governmental bodies is complete and available. Provides monthly and/or periodic financial reports to the Common Council and other boards, commissions and committees, including investments, budget progression throughout the year and cash reports.

- Supervises accounts payable, accounting, accounts receivable, payroll, and utility billing staff and functions, assuming timely completion of duties.
- Monitors the rates of return for the Water and Wastewater Utilities and assists department heads, as necessary, regarding financial concerns.
- Manage grant payment applications and annual reporting, such as WEDC.
- Compiles data and prepares information for water rate review with Water Utility and Wastewater Utility Director, as needed.
- Assists auditor with Water Utility report filed annually with the Public Service Commission.
- Responsible for preparation of the Finance Committee agenda and recording of minutes of Finance Committee meetings, with assistance from the Clerk's staff.
- Attends all Finance Committee and Common Council meetings, unless excused and other committee, commission and board meetings as requested.
- Has, or quickly gains, a thorough understanding of Caselle Financial Software, Civic Add-On Software, and Microsoft Office software.
- Other tasks and duties as assigned.

Treasurer:

- Responsible for the preparation of the tax roll distribution of tax statements, and distribution of tax settlements pursuant to Wisconsin Statutes and directives of St. Croix County Treasurer
- Upon approval of the City's budget and receipt of tax information from taxing districts, works with the City Administrator and City Clerk to prepare tax levy, mill rate information, tax increment information, and provides said information to County Treasurer.
- Provides county with special assessment and special charges data for inclusion on the tax roll.
 - Maintains special assessment records and places any necessary assessments on tax roll.
 - With assistance from utility billing staff and with data received from refuse collection provider, prepares special charge and delinquent utility charge information for inclusion on tax roll.
- Working in conjunction with the City's financial advisors and upon approval by the Common Council, coordinates the issuance of short-term and long-term debt obligations for the General Fund and other funds in accordance with Wisconsin Statutes, and processes payments and interest for all outstanding debt obligations in a timely manner.
 - a timely manner.
- Reviews and implements applicable special assessment procedures and policies.
- Oversees collection of delinquent personal property taxes and delinquent special assessments.
- Responsible for short-term and long-term investments of available funds pursuant to City policies and any statutory requirements by the State of Wisconsin. Provides investment information to designated staff for record keeping of all investments.

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- Other tasks and duties as assigned.

The examples of work are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL REQUIREMENTS IN PERFORMING THE TASKS LISTED: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit; talk or hear; stand, walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, lift and use a footstool.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus.

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED: Work is performed primarily in an office environment during regular work hours with some evening meetings as required. Work is occasionally performed in stressful situations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS LISTED: PC and printer, calculator, telephone, fax, copy machine, office software programs, other software. This list is not intended to be a complete list of items used.

Applications will be accepted until the position is filled. Preference will be given to applications received by July 1, 2024. Only complete applications including cover letter, resume, and city application, <https://hudsonwi.gov/336/City-Employment>, will be considered. Please send completed application materials to Kathy Edwards at kedwards@hudsonwi.gov or mail 505 3rd Street, Hudson WI 54016.