



## JOB DESCRIPTION

<b>Department</b>	Administration
<b>Job Title</b>	Deputy Treasurer/Utility Clerk
<b>Classification</b>	Non-Exempt
<b>Reports to:</b>	Finance Director/Village Treasurer
<b>Pay Grade</b>	3

### Job Summary

The Deputy Treasurer/Utility Clerk provides vital support to the Village Treasurer by assisting with financial operations, utility billing, tax collection, and administrative tasks. This position plays a key role in ensuring the smooth and accurate management of Village finances and utility records while providing excellent customer service to residents and staff. The role requires a detail-oriented, organized individual with strong financial and technical skills and the ability to handle sensitive information with discretion.

### Job Duties

#### Financial Support:

- Assist the Village Treasurer with tax collection, special assessments, and other financial processes, ensuring compliance with Wisconsin statutes.
- Prepare and distribute tax roll and tax statements.
- Process payments for taxes, utility bills, and other revenues, maintaining an accurate cash drawer using proper cash handling procedures.
- Support the preparation of financial reports, audits, and reconciliations, including records for outstanding debt obligations, investments, and other financial transactions.

#### Utility Billing:

- Manage water and sewer billing operations, including maintaining accurate customer and meter records.
- Prepare and mail quarterly utility bills and calculate sewer credits for new lawns, pools, or other adjustments.
- Respond to customer inquiries regarding utility services, billing issues, and account updates.
- Maintain records in compliance with Public Service Commission regulations.

#### Administrative and Customer Service Support:

- Serve as a primary point of contact for residents and staff, responding to phone calls, emails, and in-person inquiries with professionalism and courtesy.
- Record and prepare meeting minutes for the Finance and Public Works committee meetings as assigned.
- Process Village permits and licenses, ensuring compliance with applicable regulations.
- Perform administrative duties, including filing, ordering supplies, processing invoices, and distributing mail.
- Assist with special projects, seasonal tasks, and emergencies as needed.

### **Collaboration and Compliance:**

- Work closely with the Village Treasurer, Clerk, and other departments to ensure accurate and timely completion of financial and administrative tasks.
- Assist with managing compliance with Wisconsin's open meetings and open records laws.
- Prepare and maintain records for reporting requirements, including special assessments, impact fees, and other municipal financial obligations.

### **Other Duties as Assigned:**

- Perform additional tasks to support the Village Treasurer and other staff as required.

### **Physical Requirements**

- 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. Must be able to tolerate fluctuations in temperature while performing duties outside for an extended period of time.
- 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.

### **Requirements - educational, certifications and experience**

- **Related Work Experience:** Two (2) years experience in municipal finance, utility billing, or administrative roles is strongly preferred.
- **Formal Education:** Associate's or Bachelor's degree in accounting, finance, public administration, or a related field preferred
- Strong customer service skills
- Strong attention to detail
- Ability to acquire and apply thorough knowledge of Village and department policies and procedures.
- Ability to communicate effectively orally and in writing
- Ability to exercise sound judgment in carrying out assignments and applying Village policies.
- Strong technology skills including the use of a personal computer, tablet device, smart phone and associated software programs, including word processing, desktop publishing, spreadsheet and data base software; phone; copy machine; fax machine and other modern office technology.