

CITY OF PESHTIGO JOB DESCRIPTION

TITLE: DEPUTY CLERK-TREASURER

SUPERVISOR: CLERK-TREASURER

PURPOSE OF THE POSITION:

Responsible for assisting the Clerk-Treasurer in administering City services and operations within the guidelines of Wisconsin State Statutes 62.09(11) and 62.09(9) and adopted City budgets, policies, and ordinances. The employee performs work of a clerical nature in the area of municipal accounting, bookkeeping, elections, finance and does related work as required under the direction of the Clerk-Treasurer.

ESSENTIAL RESPONSIBILITIES:

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

- Greet and assist visitors in person and by phone.
- Open and distribute the mail.
- Process special assessment requests.
- Prepare correspondence and agendas.
- Process accounts payable.
- Complete journal entries.
- Maintain general ledger.
- Reconcile bank statements.
- Process accounts receivable and prepare bank deposits.
- Prepare invoices.
- Process payroll.
- Process monthly, quarterly and annual tax reports and payments.
- Complete utility billing process & collections.
- Provide various reports as requested by the Clerk-Treasurer, City Council and other government entities.
- Issue licenses as approved by the City Council.
- Coordinate the rental of the community center and park shelters.
- Order and maintain office supplies.
- Assist Clerk-Treasurer with all aspects of elections.
- Assist Clerk-Treasurer in preparing and maintaining the annual budget and post/publish the appropriate notices.
- Assist Clerk-Treasurer with tax roll preparation.
- Handle processing and collection of Real and Personal Property Tax bills.
- Issue dog licenses and maintain a record thereof.
- Attend meetings and take minutes as directed by the Clerk-Treasurer.
- Prepare records and documentation for the City's annual audit.

- Maintain the filing system.
- Serve as a Notary Public.

KNOWLEDGE OF:

- Accounting principles.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- Personal computers and software including but not limited to: Microsoft Word, Excel, Outlook, and Internet Explorer.

ABILITY TO:

- Communicate effectively with the general public, staff, City Council, commissions and committee members both orally and in writing.
- Operate general office equipment such as computer, copy machine, calculator, telephone, fax, etc.
- Comprehend and interpret a variety of documents including budget reports, meeting minutes, billing invoices, agendas, State Statutes, and other regulations, policy and procedure manuals, etc.
- Follow verbal and/or written instructions, policies, rules, and regulations.
- Effectively and efficiently coordinate multiple activities.
- Work independently with little supervision.
- Set priorities and meet deadlines.
- Be bonded.

WORK ENVIRONMENT AND WORKING CONDITIONS:

- Work is generally performed in an office environment.
- Work is usually performed while seated at a desk.
- Work is frequently performed using a computer and peripheral equipment.

DESIRED QUALIFICATIONS:

- Graduation from high school or GED; and
- An Associate's Degree in Accounting or related field;
- Two years' experience in a staff position in a local government; or
- Any equivalent combination of training and experience which provides the desired knowledge, skills and abilities.