



Mineral Point, Wisconsin

# CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1  
MINERAL POINT, WI 53565  
608-987-2361

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## City Clerk/Treasurer

Department: Administration

Reports To: City Administrator

FLSA Status: Exempt

### **Summary Description:**

The Clerk-Treasurer performs responsible and specialized administrative work in the custody and filing of official records, issuance of licenses and permits, administration of voter registration and elections, managing all accounting, payroll, investment, tax collection, debt, financial reporting, and supervision of the Deputy Clerk-Treasurer. The Clerk-Treasurer also assists in preparing annual operating and capital improvements budgets and is staff liaison to City Council, Finance Committee, Board of Review, and other committees and boards as assigned. This position is supervised by the City Administrator.

### **Appointment/Selection:**

Selection is based upon the recommendation of the City Administrator and is subject to the approval of the Personnel Committee and City Council. Selection shall be based upon merit and qualification.

### **Knowledge, Skills, and Abilities:**

- Associates Degree in Accounting or equivalent field; Bachelor's Degree preferred, with at least two years municipal accounting experience or five years of professional accounting experience.
  - Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
  - Knowledge of, and proven experience working with Workhorse, Caselle or equivalent financial software, Excel, and Microsoft Office suite.
  - Ability to analyze accounting and financial data, prepare reports, and maintain accurate records.
  - Ability to work with and communicate orally and in writing with the general public, City officials, and staff.
  - Ability to maintain a professional demeanor, calmly approach and solve problems under stressful circumstances, and promote harmony in the workplace.
  - Ability to work independently, multi-task on a daily basis, and adapt to changing priorities.
  - Knowledge of, and proven experience in performing standard office duties, including filing, inventory control, answering phones, using a postage meter, and scheduling meetings.
  - Must possess Certified Municipal Clerk or Certified Municipal Treasurer designation, or demonstrate ability to become certified within four years of hire.
  - Must be a Wisconsin Notary Public, or demonstrate ability to obtain status within six months of hire.
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## Essential Functions/Monthly Duties:

- Collect and receipt monies received from the public, financial institutions, and city departments.
- Review or reconcile the City's various bank accounts.
- Prepare and present bills for approval by the Finance Committee.
- Update spreadsheets and provide to Administrator.
- Prepare and present monthly financial statements and budget reports.
- Monitor city debt and make payments in a timely manner when due.
- Provide support to the City Council & Committees:
  - Prepare and distribute meeting agendas.
  - Assist City Administrator in preparing informational packets for distribution, and perform any follow-up correspondence.
  - Attend City Council, Finance Committee, Board of Review and other board or commission meetings as assigned. Record proceedings and prepare minutes using proper legislative terminology, recording, indexing and filing for public record.
  - Maintain attendance records for City Council and Committee meetings.
- Prepare, post, and publish all legal/public hearing notices, bids, other advertisements, and all official notices of the City in accordance with Wisconsin State Statutes.
- Maintain the Municipal Code of Ordinances and Resolutions, and arrange for publication of adopted ordinances in accordance with Wisconsin State Statutes.
- Act as a liaison with the City Assessor.
- Prepare a listing of tax-exempt properties for reporting to the Wisconsin Department of Revenue.

## Essential Functions/Quarterly & Annual Duties:

- Direct and manage voter registration and elections.
  - Issue licenses and permits.
  - Maintain special assessment records, including annual notification of assessments due, preparing billing for special assessments, and readying the assessments for inclusion on the tax roll.
  - Maintain records of other special charges that are to be included on the tax roll.
  - Issue real estate and personal property tax bills.
  - Collect and post tax payments and make daily deposits.
  - Submit all tax reconciliation reports to county.
  - Submit proportionate share of property tax collections to State, County, School District, and Technical College for January and February settlements.
  - Maintain a list of delinquent personal property taxes.
  - Prepare and file numerous reports for County and State, including but not limited to:
    - Statement of Assessment
    - Tax Increment Certification
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- Exemption from County Library Tax
  - Levy Limit Worksheet
  - Statement of Taxes
  - Sales Tax Return
  - Taxation Exemption Summary Report
- Prepare and file Unemployment Quarterly Reports to the State.
  - Prepare and file 941 Quarterly reports to the Internal Revenue Service.
  - Issue reminder notices to qualified businesses of room tax due dates.
  - Update and assist City Administrator with annual insurance renewals.
  - Enroll participants in annual health/dental insurance and related benefit programs:
    - Report plan year payroll pay dates, participants, and enrollment documents.
    - Monitor employee requests for reimbursements and inform them of balances.
  - Assist City Administrator with annual budget preparation, and upload adopted budget in accounting software.
  - Issue W-2's to employees in January and submit end of year reports to IRS, SSA, and State of Wisconsin.
  - Prepare and compile information for audits.
  - Prepare and issue 1099 forms to applicable vendors.
  - Issue monthly Wisconsin Retirement System payments and submit annual reconciliation.
  - Assist City Administrator with grant reporting and recordkeeping.
  - Attend seminars, professional/district meetings, and workshops related to City Treasurer duties and responsibilities.
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