



City Treasurer/Deputy Clerk

Department:	Administration	FLSA Status:	Exempt
Division:	City	Job Status:	Non-Bargaining Unit
Reports to:	Finance Director	Location:	Plymouth City Hall
Prepared by:	Human Resources Specialist	Approved by:	Plymouth Common Council
Date:	March 5, 2021	Date:	April 13, 2021

GENERAL DESCRIPTION

Under the general supervision of the Finance Director, the City Treasurer performs all functions and duties defined under Wisconsin State Statute 62.09 (9) in his/her capacity as City Treasurer. Provides a variety of duties for the City of Plymouth, including customer service, accounts payable, property tax administration, monthly and annual accounting, the annual audit, and regulatory filings. Manages confidential records and information on a regular basis and interacts with the public on a daily basis.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Examples of Essential Job Functions

- **Cashier & Customer Service**
 - Receive tax payments and various other payments, record monies to appropriate accounts
 - Process various daily City deposits
 - Provide customer service to the public and visitors in the office or by answering telephone or email inquiries; making park, youth center and city hall reservations; issue various licenses and permits
- **Accounts Payable**
 - Prepare and process vendor payments for the City of Plymouth/Plymouth Utilities and the RDA; including routine check runs, scheduling ACH payments, and wire transfers for bond payments
 - Provide monthly disbursement reports to the council
 - Assist with annual vendor 1099 process
- **Property Tax Administration and Collection**
 - Collect cash from local taxpayers in a friendly, efficient, and accurate manner
 - Assist local taxpayers by answering questions, addressing issues and resolving concerns
 - Reconcile tax collected, delinquent special charges, and assessments; verifies tax settlements; certify delinquent special assessments and special charges to be placed on tax bills
 - Collect and disburse all city, school, county and state taxes
 - Review Statement of Assessment and compare to City's assessment records and transmit statement to the Department of Revenue (DOR)
 - Assist City Clerk with tax roll preparation
- **Month-end and annual close processes**
 - Reconcile bank statements
 - Analyze and reconcile general ledger accounts and funds
 - Review and analyze city revenues; ensuring year-end revenue recognition and regulatory and financial compliance
 - Process journal entries
 - Prepare schedules, assist and file external regulatory reports, such as Form C, TIF, etc.
 - Create Actual to Budget reporting and Financial Statements (Departments and Funds)

- Prepare schedules and assist with annual audit
- Perform monthly and annual billings for services provided, accounts receivable and the collection of delinquent accounts, interest, and penalties
- Maintain revolving loan records and payment schedules
- Invoice property owners for special assessments and special charges
- Assist and support Budget process.
- Partner with assigned department heads; providing timely financial reporting, budget information, and ensuring regulatory compliance.
- Administer financial record retention.
- Assist with stream-lining accounting and business processes; ensuring transactions are flowing properly from the modules to the General Ledger.
- Assist with process documentation, coordinating efficient and effective work flows and procedures
 - Use technology and tools to increase efficiency across the organization.
 - Identify and assist in resolving problems that arise.
 - Develop and implement improved internal control and financial reporting procedures as necessary or as requested.
- Assist Finance Director as required.

OTHER DUTIES

- Assist with City Clerk duties.
- Assist with election duties.
- Serve as acting clerk to the Council in the absence of the clerk; including preparing council agendas, attending and recording meetings, and compiling minutes for official records; prepare agendas for various committees, boards, and commissions and serve as secretary to various committees and boards in the absence of the clerk; administer oaths; assist in maintaining the official ordinance and minute record books and associated index.
- Works outside of normal office hours when necessary i.e. to meet month-end or year-end accounting or regulatory report deadlines, elections/referendums, and meetings.
- Maintain knowledge of municipal ordinance and state statutes.
- Perform all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Process-oriented with a continuous improvement mind-set
- High level of integrity and work ethic
- Strong attention to detail
- Problem-solving and analytical skills
- Results-oriented and Accountable
- Effective communicator
- High level of initiative
- Team Player
- Be able to read, write and speak English fluently
- Applicants must be authorized to work in the US without requiring sponsorship

EDUCATION AND TRAINING

- Associates or Bachelor's Degree (Bachelors preferred) from a college or university with a degree in Accounting, Finance, Business Administration or related field is preferred.
- Proficiency in Excel and other Microsoft Suite programs.
- Experience in accounting and business system software is desired.

- “Certified Municipal Treasurer” designation within 3 years of employment. Membership in Municipal Treasurers Association of Wisconsin (MTAW) or organizations for municipal finance or treasury is encouraged.
- Attends 4-year Municipal Clerks and Treasurers Institute for Treasurer Track and Clerk Completion Courses.
- Valid Wisconsin Driver’s License.

WORKING CONDITIONS

- Environment: Work is primarily inside and sedentary in nature.
- Physical: Includes sitting and/or standing for extended period of time, walking, bending, stooping, and lifting up to approximately 30 lbs or less.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.