

The City of Adams is seeking a Clerk/Treasurer, focusing on essential duties and responsibilities of a Clerk/Treasurer are required. Candidate must possess a high level of integrity, problem solving skills, verbal and written communication skills and an excellent commitment to public service.

Duties and Responsibilities: Including but not limited to preparation of agendas/minutes, attendance at various evening meeting, election administration, issuance of licenses and permits, open record requests, budgeting, audit preparation, accounts payable and receivable, payroll, tax bill preparation and collection, water and sewer utilities, and ability to multitask and meet deadlines, strong computer skills with proficiency in Microsoft Office, clerical functions in accordance with State Statues, Municipal Ordinances, and all other duties assigned.

Minimum Requirements: Successful candidates should have a minimum of three years of customer service experience; the ability to obtain Municipal Treasurers Association of Wisconsin and Wisconsin Municipal Clerk Certification within four years after hire; knowledge of municipal financials is preferred, or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job.

Benefits: The City of Adams offers a competitive wage and impressive benefits package that includes but not limited to the following: WRS retirement, health insurance, vacation, and holiday pay. The wage for this full-time position is dependent upon qualifications and experience.

Additional Information: Submit City of Adams Employment Application, letter of intent, and resume to Brooke McLarnan, City Clerk/Treasurer by April 4, 2024, at 4:00 p.m.

A full job description and application can be found on the City of Adams website: <https://cityofadamswi.org/employment-opportunities/> or by contacting the Clerk's office at (608) 339-6516, or email: adamsct@cityofadams-wi.gov

The City of Adams is an Equal Opportunity Employer.

City of Adams

Job Description

Clerk/Treasurer's Office

Clerk/Treasurer

General Statement of Duties:

The Clerk/Treasurer's position is a combined position as created by the Common Council. The Clerk/Treasurer shall be directly responsible to the Mayor and the Common Council and is a non-union position. Normal work hours required for this position will be eight (8) hours per day, five (5) days a week, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. with one-half hour lunch. Summer work hours from Memorial Day to Labor Day are nine (9) hours per day, four (4) day a week, Monday through Thursday, 7:00 a.m. to 4:30 p.m. with one-half hour lunch, and Fridays 8:00 a.m. to 12:00 p.m.

The position shall require attendance at Council meetings and other meetings and activities outside the normal work hours as required by law or ordered by Council.

Illustrative Examples of Work:

The duties of the Clerk/Treasurer are as defined under Wisconsin State Statutes 62.09(9) and 62.09(11) and City of Adams Code of Ordinances Sec. 2-3-2, Sec. 2-3-3 and including any other relevant section(s) of the Wisconsin State Statutes.

Knowledge, Abilities and Skills:

1. Required to have ability to make decisions based on sound judgement.
2. Skilled in office management, displaying supervisory/leadership ability.
3. Strong knowledge of proficiency in accounting practices (ie: cost accounting, budgeting methods, double entry bookkeeping, payroll, general ledger, utility billing).
4. Strong knowledge in operation of computers (ie: data entry, word processing).
5. Skilled and proficient in the operation of general office equipment (ie calculator, copier, facsimile machine, telephone system).
6. Proficient and accurate in cash collection and receipting.
7. Skilled in public relations to deal effectively with elected officials, city employees and the general public using accurate oral and written communication skills.
8. Knowledge of the functions and organization of municipal government and the workings of the Common Council would be beneficial.

Acceptable Experience and Training:

1. An associate degree in accounting from a college or university of recognized standing; or technical school with a major in accounting with experience of a minimum of three (3) years experience in an accounting position; or at least (7) years experience which provides the required knowledge and skills in modern bookkeeping and accounting practices and principle; or an equivalent combination of training and experience.
2. Shall have accurate typing/keyboarding ability – 50 WPM preferred.
3. Must display proficient and accurate operation of a calculator.
4. Shall be required to maintain confidentiality in matters where confidentiality is required.

APPENDIX A

Examples of Clerk/Treasurer's Duties and Responsibilities:

Perform all duties as outlined for City Clerks and City Treasurers in all relevant Sections of the Wisconsin State Statutes and the City of Adams Code of Ordinances including but not restricted to the following:

- a) Prepare for and attend Common Council meetings, act as custodian of records of Clerk/Treasurer and Common Council records.
 - 1) In coordination with the Mayor and Council, prepare agendas for all meetings of the Common Council and insure that all open meeting requirements are fulfilled.
 - 2) Prepare required material for Council meetings.
 - 3) Attend meetings of the Council and keep records of proceedings.
 - 4) Prepare, distribute and publish minutes of Common Council meetings.
 - 5) Maintain City ordinance book and provide information regarding resolutions/ordinances to the public.
 - 6) Administer oaths and affirmations and apply official city seal.
 - 7) Respond to request for the public information.

- b) Maintain fiscal expenditure, budgetary and recordkeeping functions for the City.
 - 1) Supervise and/or prepare vouchers and issue checks for general government, water and sewer utility, and all other municipal accounts.
 - 2) Supervise and/or keep fiscal records and account books for all municipal accounts expenditures.
 - 3) Prepare invoices and collect payment for services provided by the City and invest fund appropriately.
 - 4) Supervise and/or prepare posting of all receipts in journals and ledgers.
 - 5) Assist in preparing and monitoring the annual City budget.
 - 6) Supervise and/or prepare preparation of the tax roll, statement of taxes, TIF certification and expenditure restraint reporting.
 - 7) Calculate, record and collect special assessments and special charges.
 - 8) Receive real estate and personal property tax payments and make appropriate tax settlements of collections.
 - 9) Supervise and/or prepare payroll for all City employees and maintain employee personnel files.
 - 10) Supervise and/or prepare bi-weekly, monthly, quarterly, and year-end reports on employee benefits and taxes.
 - 11) Provide reports to City Council regarding the current fiscal status of budget and fund accounts.
 - 12) Prepare and assist in yearly audit.
 - 13) Supervise and/or prepare water and sewer utility billings, collects payment and records receipts.

- c) Coordinate, supervise and administer all elections held within the City.
 - 1) Prepare election notices.
 - 2) Prepare ballots, canvas and report results for City election.
 - 3) Administer issuance of ballots to absentee voters.

- d) Perform miscellaneous functions relating to City government.
- 1) Assist public in applications for liquor licenses, cigarette, soda and operator licenses and issue all required licenses.
 - 2) Supervise and/or assist public with building permit applications and request for zoning change applications.
 - 3) Supervise and/or issue burning permits.
 - 4) Serve on Board of Review.
 - 5) Supervise and/or coordinate use of Municipal Building Council Chambers and reservations for use of City Parks.
 - 6) Prepare and/or assist with City insurance(s) and processes any claim against the City.
 - 7) Supervise and/or prepare miscellaneous public works service requests.
 - 8) Assign, coordinate, and assign duties and functions of the Clerk/Treasurer's Office.
 - 9) Serve as hub of communications for the City.

The above are some examples of work performed by the Clerk/Treasurer but are not intended to restrict or confine duties required by this position.

Employee Signature: _____

Date: _____

Witness Signature: _____

Date: _____