

The City of Adams is seeking a full-time Deputy Clerk/Treasurer, focusing on essential duties and responsibilities of a Deputy Treasurer with cross training and back up of all other functions of the Deputy Clerk and Clerk/Treasurer Office 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 payroll, accounts payable and receivable, general ledger, tax collection, cross training in election administration, preparation of agendas, licenses, water & sewer utilities, attendance at various evening meetings and taking minutes, ability to multi-task, meet deadlines, strong computer skills, clerical functions in accordance with State Statutes and Municipal Ordinances.

**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](mailto:adamsct@cityofadams-wi.gov)

The City of Adams is an Equal Opportunity Employer.

City of Adams  
Job Description for:

Clerk/Treasurer's Office  
Deputy Clerk/Treasurer

**General Statement of Duties:**

The Deputy Clerk/Treasurer assists with financial, clerical and office duties of the Clerk/Treasurer's Office. This job is non-union, under the direction of the City Clerk/Treasurer. Normal work hours required for this position are eight (8) hours per day, five (5) days a week, Monday through Friday between the hours of 8:00 am and 4:30 pm with one half hour lunch.

Summer work hours, from Memorial Day to Labor Day are nine (9) hours per day, four (4) days a week, Monday through Thursday, 7:00 am to 4:30 pm with one half hour lunch and Fridays 8:00 am to 12:00 pm.

When serving as Deputy Clerk/Treasurer, the position may require attendance at Council meetings and other meetings and activities outside the normal work hours as required by law or ordered by Council or the Clerk/Treasurer.

This Deputy Clerk/Treasurer position focuses on Deputy Treasurer roles as essential duties and responsibilities, but ability to cross train and back up all other functions of Deputy Clerk roles and Clerk/Treasurer Office is required.

**Essential Duties and Responsibilities:**

**1. Payroll -**

Assist in preparation and/or maintenance of:

- A. Time sheets
- B. Payroll check and related reports
- C. Releases ACH payment for Direct Deposit into employee accounts
- D. Payroll withholding reports - including but not limited to
  - \*Tax & FICA withholding after each payroll
  - \*Quarterly Federal & State reports
  - \*WRS electronic payments
  - \*ETF Health Insurance premium electronic payments
  - \*Life & Disability Insurance premium payments
  - \*Union dues withholdings payments
- E. Sick leave and vacation records
- F. Personnel files
- G. Worker's Compensation records/accident reports
- H. Other miscellaneous recordings and reports relating to Payroll

**2. Accounts Payable / General Ledger -**

Assist in preparation and/or maintenance of:

- A. Handle bills/statements for Clerk/Treasurer's Office
- B. Prepare vouchers for payment of bills for all departments
- C. Accounts Payable entry, check writing and related reports/distribution of checks to vendors
- D. Vendor Account updates
- E. Reconcile and balance all City financial accounts
- F. Disbursement Journals for various funds
- G. General Ledger account number updating
- H. Check Reconciliation for various funds
- I. Cash receipts, deposits and Journals for various accounts
- J. Creating Treasurer reports for Finance/Council meetings, including but not limited to accounts receivable, accounts payable and payroll. Prepare monthly budget report for City Council.
- K. Assist Clerk/Treasurer with yearly Audit preparation of work paper and reports needed
- L. Other miscellaneous duties relating to Accounts Payable / General Ledger

## 6. Miscellaneous -

- A. Typing/forms/letters/reports, including but not limited to:
  - \*Council, Committee and Commission agendas, minutes, reports and distribution
  - \*Ordinances and resolutions
  - \*Correspondence as required
  - \*Various reports as required
- B. Miscellaneous Office Duties, including but not limited to:
  - \*Take/get mail from the Post Office, by 11:00am
  - \*Service Requests for Public Works, Police Department or Building Inspector
  - \*Provide customer service in person, on phone and through written correspondence to City residents and respond to all inquiries relating to City ordinances or other business.
- C. Attend seminars, conferences, training and meetings to enhance quality of Deputy Clerk/Treasurer position.
- D. Other duties as may be assigned by Clerk/Treasurer

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

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the Department change over time.

### Knowledge, Abilities and Skills:

1. Required to have ability to make decisions based on sound judgement.
2. Knowledge in some accounting practices (i.e.; cost accounting, budgeting methods, double entry bookkeeping, payroll, general ledger, utility billing)
3. Strong knowledge in operation of computers (i.e.; Microsoft Office including Word, Excel & Outlook)
4. Skilled and proficient in the operation of general office equipment (i.e.; 10 key calculator, copier, facsimile machine, telephone system)
5. Proficient and accurate in cash collection and receipting
6. Skilled in public relations to deal effectively with elected officials, City employees and the general public.
7. Ability to proof read work, looking for spelling and grammatical errors

### Acceptable Experience and Training:

1. Minimum of five (5) years experience in an accounting position within a public office environment
2. Shall have accurate typing/keyboarding - 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

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work of Deputy Clerk/Treasurer is performed in an office setting.

Adopted by Council: 10/2/1995  
Revised: 10/29/2023