

**VILLAGE OF BONDUEL
POSITION DESCRIPTION**

POSITION: Clerk/Treasurer	DEPARTMENT	Village Hall
DATE: November 1998	FLSA STATUS:	Non-exempt
Revised: May 1999		
Revised: March 2014	REPORTS TO:	Administrative Committee
Revised: May 2015		

POSITION SUMMARY:

Performs administrative work conducting the daily business activities of the village, including financial management and statutory clerk/treasurer functions. Prepares budgets and implements village policies. Prepares meeting agendas and keeps records of all board and committee proceedings; handles correspondence on behalf of the village. Has official responsibility for accounting for all receipts and disbursements of village funds. Prepares required federal, state and municipal financial reports.

Fidelity bond required.

DUTIES AND RESPONSIBILITIES:

Governmental:

- (a) Act as a confidential secretary to the Village Board regarding village strategies, personnel issues and wage negotiations.
- (b) Issue public notification of all official activities, meetings and public hearings; prepare and distribute meeting agendas and packets of related information.
- (c) Attend Village Board and Administrative Committee meetings; record and distribute minutes.
- (d) Serve as ex-officio member of Board of Review; coordinate training and state certification for Board of Review members.
- (e) Prepare ordinances, resolutions or proclamations so they can be executed, recorded and distributed.
- (f) Administer local elections in accordance with state and county requirements, including posting of election notices, training of election officials, registration, voting and certification of results.
- (g) Oversee and administer issuance of licenses and permits, fee collection and required county and state reporting.

Financial:

- (a) Develop and publish annual village budget with input from committees and department heads.
- (b) Certify assessments, special charges and tax levies to the county.
- (c) Record tax payments, prepare county tax settlement and process payments to all taxing jurisdictions.
- (d) Track assessments, delinquent utilities and delinquent personal property taxes.
- (e) Reconcile monthly bank statements to the general ledger and generate monthly financial reports.
- (f) Prepare accounts payable transactions for posting, verify account information and generate checks for bill payments.

- (g) Prepare monthly billing for Town of Hartland's share of fire department expenditures.
- (h) Manage payroll and payroll reporting, unemployment insurance, and employee benefits.
- (i) Make available all records and reports for annual financial audit.
- (j) Process insurance claims, maintain files and coordinate claim response with adjustors and village officials.

Administrative:

- (a) Receive requests, complaints and information from the public and transmit to staff or appropriate committee to process as needed.
- (b) Respond to information requests from the public, title companies, and government agencies.
- (c) Plan and direct maintenance, filing and safekeeping of all municipal records and documents.
- (d) Oversee and update the village website, Facebook page and community TV info-channel.
- (e) Oversee activities and functions of Deputy Clerk-Treasurer/Utility Clerk and provide backup and support as needed.
- (f) Participate in on-going training as appropriate to maintain position efficiency and compliance with State statutes.
- (g) Perform other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience or knowledge of accounting fundamentals, especially governmental fund accounting.
- Proficiency in Microsoft Office and ability to master governmental software programs.
- Ability to communicate effectively both verbally and in writing with the public, employees and village officials.
- Ability to understand statutes, ordinances, and procedural manuals.
- Ability to self-supervise, plan and prioritize work.
- Knowledge of basic office equipment.

TRAINING AND EXPERIENCE:

- High school diploma.
- Minimum 3-5 years office experience, including computer experience.
- Government experience preferred.

In evaluating candidates for this position, the Village may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.

Village of Bonduel is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. This position requires sitting for long periods of time, lifting boxes of not more than 50 pounds, stooping, standing, climbing stairs, ability to see numbers and letters clearly, able to distinguish different sounds, such as fax machine, telephone, computer alarm, etc.