

## City Treasurer

### Immediate - Full Time Position Available

<b>Company:</b> City of Bayfield	<b>Contact:</b> Samaya Ray, Deputy Clerk/ Treasurer
<b>Street Address:</b> 125 South First Street	<b>Phone:</b> 715-779-1202
<b>City, State, Zip:</b> Bayfield, WI 54814	<b>Email:</b> citydeputy@cityofbayfield.com
<b>County:</b> Bayfield	<b>Fax:</b> 715-779-5094
<b>Job Title:</b> City Treasurer	
<b>Job Description:</b> This position performs a wide range of administrative functions, including, but not limited to preparing and maintaining appropriate fiscal records for the collection and distribution of the City of Bayfield revenues and disbursements, serves as City Comptroller/Personnel Administrator, responsible for all accounting functions including journals, ledgers, and required reports.	
<b>Salary:</b> \$27.25/hr. Benefits included (but not limited to): Full Family Health Insurance, Vacation, Sick and Personal Leave, Life Insurance, and Retirement through the Wisconsin Retirement System.	
<b>Position:</b> Assumes approximately 40 hrs. week/ weekdays, including some after-hour meetings.	
<b>Application Deadline:</b> Open until filled.	
<b>Candidate Consideration:</b> <ol style="list-style-type: none"><li>1. Personal Interview</li><li>2. Background Investigation</li><li>3. Clerical experience preferred</li></ol>	
<b>Each Applicant Must Provide the Following:</b> <ol style="list-style-type: none"><li>1. Letter of Interest</li><li>2. Completed Application</li><li>3. Resume</li></ol>	

*Established in 1913.*

*City of Bayfield is an Equal Opportunity Provider and Employer.*

*Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410*

# **CITY of BAYFIELD**

## **Position Description**

**Position Title: City Treasurer**

**Reports To: Mayor**

**Job Summary:**

The City Treasurer is a statutory position and is responsible for performing those duties required by Section 62.09(9) of the Wisconsin Statutes. Under the direction of the Common Council, this position performs a wide range of administrative functions, including, but not limited to preparing and maintaining appropriate fiscal records for the collection and distribution of the City of Bayfield revenues and disbursements, maintains all payroll records, prepares check vouchers, and makes appropriate property tax settlements with outside entities. These services are performed for the City of Bayfield including Harbor, Courthouse, Water and Sewer Utility, Greater Bayfield Wastewater Treatment Plant (GBWWTP), Fire, and Library. The incumbent will work independently with minimal supervision, however, is expected to use their judgment and seek direction when needed on substantive matters related to administration of municipal policies and programs.

**Essential Skills, Knowledge, and Abilities:**

- Ability to analyze, interpret, and apply applicable Federal, State, and local policies, laws, and regulations.
- Apply knowledge of a broad range of statutes, principles, and practices to the administration of City affairs.
- Knowledge of modern office procedures, methods, and equipment including computers and Microsoft Office (Word and Excel required), Outlook, able to learn Banyon Data System and basic website editing software.
- Ability to communicate effectively with the public in a busy, multi-task environment, excellent verbal and written communication skills.
- Organized and detail oriented.
- Ability to interpret reports, maps, and charts.
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in a sometimes challenging environment.
- Ability to prepare and maintain accurate records and to prepare a variety of reports as required or requested.
- Must possess excellent time management skills.
- Must have accounting fundamentals.

**Essential Duties:**

- Maintains all fiscal records for the City
- Serves as City Comptroller/Personnel Administrator
- Responsible for all accounting functions including journals, ledgers, and required reports per DOR, GAAP, the Public Service Commission (PSC), and other regulatory agencies
- Prepares and sends invoices for services provided by the city

- Performs all record keeping, billing, collections, banking, investments, accounting, and financial reports.
- Invest funds for maximum interest earnings.
- Maintains payroll records and prepares payroll checks
- Prepares check vouchers for Council approval, pays claims
- Maintains the project funding records and prepares reports as necessary
- Prepares annual budget and list of Capital Improvement Projects with input from City Staff, Mayor and Council
- Makes property tax settlements with County Treasurer and other taxing entities
- Issues purchase orders
- Collects fees and pays settlements for dog licenses
- Collects and administers the Room Tax Fund
- Balances cash drawers and petty cash boxes for City and Utility
- Maintains lists, sends bills, and develops breakdowns for all Special Assessments (City and Utility)
- Develops and implements improved internal control and financial reporting procedures, in cooperation with the Clerk, as necessary, requested or directed
- Prepares appropriate forms, reports, and pays all State, Federal, and County Taxes
- Assists Realtors and Title Companies with special assessments and other information
- Separates all bills and distributes to appropriate department heads for verification and authorization
- Supervises Utility Clerk
- Reconciles all City checking and savings accounts monthly
- Responsible for management of City cash flows and receipts
- Assist City Auditor with preparation of year end fiscal reporting to the DOR and PSC
- Prepare tax information for the State and County, inform residents of annual taxes, keep accurate records of assessments, and real estate taxes
- Prepare all miscellaneous invoices for the City
- Prepare regular deposits for all money received
- Prepare Accounts Payable for City
- Keep track of City and Utility debt, meet loan requirements, process payments, and balance accounts

**Other Duties and Responsibilities:**

- Serves as a liaison between the public and elected officials
- Attends necessary training, seminars, and maintains required certifications
- Keeps the City Council informed of changes, opportunities, and problems of any developmental, operational, financial nature of plan; recommends appropriate opportunities
- Responsible for all Census coordination
- Assist in all personnel and payroll benefit information for employees
- Identifies and evaluates ideas to achieve more efficient and effective operations
- Instructs and assists with basic computer knowledge
- Performs other duties as specified by the Mayor or City Council
- Assists various City Committees as requested

**Term:**

- The City Treasurer of the City of Bayfield shall be appointed by the Mayor subject to confirmation by a majority vote of the members-elect of the Common Council.
- The City Treasurer shall hold office for an indefinite term, subject to removal as provided by law.

**Minimum Qualifications Required:**

- High School Diploma/Equivalent Required: Associates degree or higher education preferred
- Municipal Government Experience (preferred) two years' experience in clerical operations, bookkeeping, policies and legislative functions or a combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certified Treasurer (or ability to obtain)
- Working knowledge of Accounting Software (Banyon preferred)
- Notary Public (or ability to obtain)
- Election Administration Certified (or ability to obtain)
- Must be eligible to be bonded
- Board of Review Treasurer Training
- Valid Driver's License

**Physical Demands:**

- Lifting 20 lbs. maximum with frequent lifting and/or carrying objects weighing up to 10 lbs.
- Frequent sitting.
- Occasional standing, walking and driving/transportation
- Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling and operating controls.
- Frequent bending, twisting, reaching and grappling
- Occasional squatting
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated on this description.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date