

TOWN OF LEON

8108 Jackrabbit Ave.

Sparta, WI 54656

Phone (608) 269-5873

Email: townofleon@centurylink.net

website: www.townofleonmocowi.gov

TREASURER

Bargaining Unit: Non-union, exempt

Salary: \$8,000 annually, paid monthly \$666.67

Approved Date: 04/29/2026

Nature of Work

The position of Town Treasurer is responsible for carrying out the statutorily defined duties for a Town Treasurer as shown in the Wisconsin State Statutes §60.34. The town treasurer is responsible for receiving, depositing, and disbursing all town money, maintaining detailed financial records, maintaining the chart of accounts, managing property tax collection and investment management, coordinates the reconciliation of accounts and maintains capital asset records. They must deposit funds in authorized depositories and ensure compliance with records management. Key duties include providing customer service, issuing receipts, providing financial statements to the town board. As an appointed position, the term is not more than three years and reports to the Town Board.

Essential Job Functions

- Perform all duties as prescribed by Wis. Statutes §60.34 and taxation under chapters 70 to 79.
- Collects, processes, deposits and reconciles all receipts in a timely manner.
- Keeps detailed governmental financial records in Quickbooks software. Maintains the Town's chart of accounts. Prepares monthly financial reports.
- Maintains access to townships financial institution and reconciles monthly bank statements for all accounts.
- Posts journal entries on a regular basis to reflect on-going account activity.
- Maintains the Capital Asset Records and recommends investment options for maximum earnings.
- Attends all Town Board meetings, Annual meeting, Board of Review and other meetings as deemed necessary by the Town Board.
- Reviews the Town's tax roll for accuracy, prepares items to be included within the tax bills, sorts and mails the tax statements. Provides customer service by answering questions in a timely manner.
- Collects all Town taxes, enters property tax payments, lottery credits, special assessments, etc. into a web-based third-party software program, balances daily cash receipting, deposits funds as soon as practicable, maintains detailed reports.
- Maintains property owners mailing address.
- Actively participates in annual budget preparation, long range planning and works closely with the Monroe County Treasurer.
- Provides assistance to the Town Clerk as needed and performs their duties during emergencies or absences.
- Maintains job competency by attending training sessions and Wisconsin Towns Association meetings as necessary.
- Submits monthly timesheet to the Clerk before the 15th of each month.

Requirements of Work

- Knowledge of cash handling, receipting and reconciling.
- Knowledge of governmental bookkeeping and basic accounting process and practices.
- Ability to interact with the public in a tactful and courteous manner.
- Ability to work accurately under pressure and to meet deadlines.
- Ability to work with limited direction.
- Ability to make minor decisions in accordance with Wisconsin State Statute and other regulations.
- Ability to maintain office records, compile difficult or complex data and to prepare accurate reports.
- Skilled in Microsoft Word, Excel, Quickbooks, Web-based software and other standard office equipment.