

Town of Rice Lake, Barron County, WI

Position: Deputy Clerk-Treasurer

Reports to: Town Chairman and Board Supervisors

Position Classification: Deputy Clerk-Treasurer

Employment Category: Part Time (12-20 hrs/wk)

Duties and Responsibilities:

Under the direction of the Town Chairman and Town Board, this position performs a wide range of administrative functions and shall have the powers and duties provided by Wisconsin §62.09(11)(i) and 62.09(9)(f) and duties that may be assigned by the Town Board.

Responsible for a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, and Town ordinances. The Deputy Clerk/Treasurer position is filled by approval of the Town Board. In the absence of the Town Clerk/Treasurer, the Deputy Clerk/Treasurer performs the statutory duties.

Minimum Requirements of the position:

- Assists Clerk-Treasurer with the statutory duties of the Clerk, Treasurer, and general financial and clerical duties.
- Receives payments and credit proper accounts for general fund. Prepares bank deposit.
- Prepares, creates and types correspondence, reports, agenda, meeting minutes and notices, and related documents.
- Issue accounts payable checks, record on corresponding invoices/vouchers, make copies as needed, and mails checks.
- Preparation and entering journal entries (receipts, disbursements, interests) and reconciliation of accounts as directed.
- Preparation, mailing, & recording of invoices for account receivables.
- Manage mobile home court records and statement of monthly parking permit fee sheets, and with the collection and disbursement of monthly mobile home fees and annual lottery credits.
- Assist with mailing of tax bills, collecting of tax payments, reconciliation of tax accounts, deposits, settlements, and collecting delinquent personal property taxes
- Assists in issuing dog licenses, receipting dog license fees, and reconciling dog licenses with County Clerk.
- Prepares monthly financial statements, and presents treasurer's report and budget analysis reports to Town Board monthly.
- Assists Clerk-Treasurer with resolutions, ordinances, policies, handbooks, grants and documentation for Town projects.
- Publish and post notices of meetings as directed. Assists in preparation of board packets and their distribution. Takes notes and prepare minutes of meetings as instructed by Clerk-Treasurer.
- Preparation of Planning Commission packets and related documents.

- Assist Clerk-Treasurer in the following duties: Preparing/Updating Ordinances, Preparing Resolutions, Tax Preparation, Board of Review, Annual Budget preparation, Meeting Preparation including Board and Town Meetings.
- Assists with election process, absentee ballots, and related items.
- Assists public with proper forms & procedures for zoning, land use and subdivisions, licensing, ordinances, permits, etc. in addition to handling general complaints and questions.
- Answer telephone. Responds to questions and directs caller to proper place or individual to call.
- Attends Town Board meetings when required.
- Attends Planning Commission meetings as secretary.
- Perform all other duties required by law or by any ordinance or other direction of the Clerk-Treasurer or Town Board.

Desirable Education, Experience, and Training:

- High School Diploma or G.E.D. equivalent required.
- Vocational/technical training in accounting and computer use, one to two years bookkeeping experience preferably in a municipal setting and/or a combination of training and experience which provides the required knowledge and skills.
- Must obtain training and certification from the Wisconsin Election Commission (WEC) on election administration and WISVOTE within three months of hire.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license.
- Pass a pre-employment criminal background check.

Essential Knowledge and Abilities

- Well-developed communication skills, both verbal and written.
- Ability to retain confidentiality of town employment, personnel, and financial matters.
- Proficiency in software programs such as Accounting; TownWeb Design or other website management. Working knowledge of Microsoft Office software and their applications.
- Good interpersonal skills.
- Ability to manage time well, be highly organized, and plan work assignments effectively.
- Capable of meeting and dealing with public in a pleasant and professional manner.
- Ability to work independently and in a team environment.
- Ability to establish successful working relationships.

Physical and Work Environment

The physical requirements described below are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work is performed in an office setting. The applicant is occasionally required to:

- Sit, stand, walk, and kneel.
- Lift, carry, push/pull up to 25 pounds.
- Work under time pressures such as frequent “rush” jobs, urgent deadlines, etc.
- Work under distractions such as telephone calls and other disruptions.
- Encounter unpleasant social situations (dealing with irate or disruptive individuals)

Benefits:

No benefits for this Part time position.

More Information:

Application and job description can be found on the town’s website at townofricelake.com. Please submit completed cover letter, resume, and application to: Town of Rice Lake 1830 Macauley Avenue, Rice Lake, WI 54868. Materials could also be e-mailed to townhall@townofricelake.com with the subject line: Deputy Town Clerk/Treasurer Position.

Application Deadline: May 6, 2024, 12:00 p.m.