

Deputy Treasurer Town of Washington

December 21, 2017

Scope of Responsibility

The Deputy Treasurer shall be responsible for aiding the Town Treasurer in fulfilling the statutory duties of a municipal treasurer as set forth in Wisconsin Statutes, performing duties relating to accounts payable, payroll and benefits and maintaining accurate Town financial records.

Supervision Received

The Deputy Treasurer is responsible to the Town Clerk/Treasurer. Job performance is monitored, reviewed and evaluated annually by the Town Clerk/Treasurer.

Deputy Treasurer Job Duties

(This list is not intended to be exclusive or all-inclusive. Other duties may be required and assigned.)

1. Deposit all revenues received by the Town of Washington.
2. Monitor revenue accounts for timely payment of bills and payment of refunds; prepare adjusting journal entries.
3. Prepare, reconcile and maintain financial records relating to revenues received and disbursements, property tax distribution and others utilizing the Town of Washington chart of accounts and the Town financial software.
4. Administer the payroll and benefits program, prepare and process bi-weekly, semi-monthly and monthly payroll and maintain vacation and sick time records.
5. Maintain accurate petty cash records.
6. Assist with assessment and tax roll preparation, collect real estate and personal property taxes and prepare and maintain spreadsheets for the collection of property taxes received for real estate and personal property.
7. Prepare invoices for services rendered. Prepare delinquent notices and collect delinquent bills. Calculate special assessments based on monies due.
8. Assist in the preparation and maintenance of budgetary worksheets and documents.
9. Prepare for and be integrally involved in the Town of Washington annual financial audit.
10. Assist with administrative support activities – front counter service, fielding incoming calls, preparing correspondence, etc. as needed.
11. Assist the Clerk & Deputy Clerk in conducting elections and assist with pre and post election duties.
12. Provide backup support to the Deputy Clerk.
13. Attend training sessions as necessary to maintain current knowledge of Town Treasurer duties.

Desired Knowledge, Skills and Abilities

1. Thorough knowledge of current office methods and procedures, and bookkeeping/accounting practices. Must be able to understand and operate a variety of office equipment such as multi-line telephone, computer, copy machine, and adding machines, etc.

2. General knowledge of billing and accounting software packages.
3. General knowledge of office software, especially Word and Excel.
4. Knowledge of the principles and practices of accounting, budgeting, and fiscal management.
5. Ability to develop detailed financial reports and written recommendations on financial matters.
6. Ability to work independently with minimal supervision.
7. Ability to communicate effectively, both in writing and orally, and to transmit and receive information accurately through oral and written communication both in person and by phone.
8. Ability to establish and maintain effective and professional relationships with co-workers.
9. Ability to use good judgment and discretion in responding to difficult and sensitive situations.
10. Ability to maintain the confidentiality of Town papers and records and Town Board proceedings and correspondence.

Desirable Qualifications

An Associate Degree and two (2) years of experience in accounting and/or a related field; or any equivalent combination of acceptable education and experience. Previous work in an office environment required.

Employment Category

The Deputy Treasurer represents a regular, part-time, non-exempt position within the Town of Washington.

Signature of Town Deputy Treasurer

Date