

Account Finance & Administrative Assistant Clerk
Village of Pewaukee, Wisconsin

The Village of Pewaukee (pop. 7,970) is seeking applications for a part-time Account Finance & Administrative Assistant Clerk (29 hours/week). This is a revised position that will be responsible for assisting the Village Clerk and Village Treasurer. Position duties include, but are not limited to, processing and maintaining accounts payable and receivable, processing bills, receipting utility bill and miscellaneous payments, administrative support for four Department Heads, providing support and assistance with elections, and quarterly utility billing reconciliation. Strong accounting, communication and computer skills required. Starting hourly salary will be \$16.00 - \$19.00 DOQ. Submit Village Application (required and available at www.villageofpewaukee.wi.us), letter of interest, three references, and resume to: Account Finance & Administrative Assistant Clerk, c/o Village Administrator, 235 Hickory Street, Pewaukee, WI 53072. Application deadline November 14, 2017 at 4PM CST.

VILLAGE OF PEWAUKEE
Job Description
ACCOUNT FINANCE & ADMINISTRATIVE ASSISTANT CLERK

DEPARTMENT: VILLAGE ADMINISTRATION
DATE: October 2017
REPORTS TO: VILLAGE CLERK & VILLAGE TREASURER

SUMMARY:

The Account Finance & Administrative Assistant Clerk performs a variety of clerical functions in the Clerk's and Treasurer's Office directly relating to the organization, processing and maintenance of all Village expenses according to the Wisconsin State Statutes and Generally Accepted Accounting Standards. This position also provides assistance to the Village Clerk, Village Treasurer, Director of Public Works, and Village Administrator with clerical duties as assigned and the day-to-day activities of an office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following with other duties as assigned.

Compute and pay all village bills for all active funds.

Prepare and maintain purchase orders for the Public Works Department as directed by the Public Works Director.

Prepare and maintain all purchase orders as directed by the Village Clerk & Village Treasurer.

Respond to any vendor inquiries as directed by Village Clerk & Village Treasurer.

Maintain all payable files including historical payable documents as required by state law.

Prepare monthly Accounts Payable Check List for Village Board approval for all General Funds, Water Utility, Sewer Department and Joint Library.

Provide secretarial assistance to the Village Clerk, Village Treasurer, Director of Public Works, and Village Administrator as needed.

Prepare daily General Fund cash deposit including daily cash drawer balance in the absence of the Deputy Clerk-Treasurer and post receipts for the same.

Prepare daily Water Utility/Sewer Department cash deposit in the absence of the Deputy Clerk-Treasurer and post receipts for the same.

Process all Accounts Receivable including billings, special assessment billings and any other bills as necessary on a monthly basis.

Serves as back-up for the quarterly utility billing process.

Maintains annual budget, budget adjustments and appropriations in Village computerized financial system.

Prepares and updates all Excel spreadsheets as requested by Department Heads and other projects that may arise.

Prepares Quarterly Water, Sewer and Refuse billing reconciliations.

Assists with inquiries from Auditor during the annual Village audit.

Assists with answering and processing citizen inquiries and complaints by telephone and in person in a professional and courteous manner.

Provide support and assistance with the election process for the Village including but not limited to voter registration, absentee voting, and Election Day activities when necessary.

Provide counter support for utility payments and other account receivables.

Order office supplies as directed by office staff.

OTHER DUTIES:

Other duties as may be assigned by the Village Clerk & Village Treasurer from time to time.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or responsibilities as required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Associate or higher college degree in accounting or business is preferred; alternative education will be considered; additional experience in the governmental setting or fund accounting is desired. Additionally, experience dealing effectively and professionally with the public and customers.

KNOWLEDGE AND SKILLS:

Ability to carry out routine administrative details with little supervision; ability to understand and carry out oral and written instructions; make decisions in accordance with rules, regulations and Village policy; ability to quickly learn new software programs; establish and maintain effective public and office relations.

LANGUAGE SKILLS:

Ability to read and interpret documents such as operating and maintenance manuals, procedure manuals; and the Village Code of Ordinances. Ability to write routine reports and correspondence. Ability to speak effectively with fellow employees, Village elected officials and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as may be needed summarizing labor hours, interest, and percentages. Ability to apply basic concepts of algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

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

Must be able to sit for long periods of time, bend and lift up to 15 pounds continuously. Must have simple grasping and hand-eye coordination to handle office equipment. Must be able to communicate effectively on the telephone and in person with a wide spectrum of society.

EQUIPMENT USED:

General office equipment including but not limited to: personal computer, multi-line telephone, fax machine, radio communication equipment, cash register, adding machine/calculator and multi-function copier.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work of this job is performed in a general office environment.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of this job. This job description does not create an employment contract and is subject to change by the Village as needs of the Village and the Department change over time.