

Village of Sullivan Clerk/Treasurer Position Opening

The Village of Sullivan is accepting applications for a full time Clerk/Treasurer. Position will require a minimum of Associate's Degree in Accounting and prefer Municipal experience. Pay will be determined on qualifications and experience. Please submit a resume and cover letter to the Village by Friday, December 15, 2017 to 500 Madison Ave, Po Box 6, Sullivan, WI 53178 or at clerk@villageofsullivan.com.

See the job description on the next two pages.

Job Description

CLERK/Treasurer

Duties: The Clerk/Treasurer shall perform the statutory duties of Village Clerk and other duties as required by the Village Board. Will work with State Statutes, Department of Revenue, Department of Transportation, Department of Assessment, State Treasurer's Office, Jefferson County Sheriff's Office and County Government Offices.

Clerk Duties include the following but not limited to:

- Preparing all Notices
- Preparing for all Meetings
- Attending all Meetings
- Minutes of all Meetings
- Entering Disbursements
- Preparing and Signing Checks
- Maintain Personnel Files
- Monthly Dog Reports
- Licensing and Permits
- Recycling Grant
- Various State Reports
- Monitor Park
- Solicit Informal Quotes and Formal Bids
- Monitor Status of Purchases
- Nomination Paper Preparation
- Elections
- Help prepare for Audit
- Custodian of Corporate Seal
- Record Management
- Various Letters
- Mail Pick-up and Sort
- Phone Calls
- Walk-ins

Treasurer Duties include the following but not limited to:

- Payroll
- WRS Reconciliation
- Sewer Bills
- Coding Disbursements
- Accounts Payable

Cash Analysis
Accounts Receivable-Deposits
Journal Entries
Month End/Reconciliation
Comparisons
Maintain Record of Investments
Invest Idle Cash/LGIP
Budget
Budget Amendments
Property Taxes
Prepare for Audit
Year-end Process

Requirements:

- Associate's Degree in Accounting
- Basic Government Accounting Principles