

Village of Sullivan  
**Clerk/Treasurer Position**

The Village of Sullivan is accepting applications for a full-time Clerk/Treasurer. Position requires a minimum of an Associate's Degree in Accounting and prefer Municipal experience. Salary based on qualifications and experience. Please submit cover letter and resume to the Village by Friday, January 19, 2018 to PO Box 6, Sullivan, WI 53178 or at [clerk@villageofsullivan.com](mailto:clerk@villageofsullivan.com).

See 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 are 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 are 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