

Deputy Clerk/Treasurer

CITY OF WATERTOWN

The City of Watertown (pop. 24,031), seeks applications from qualified individuals for the position of Deputy Clerk/Treasurer.

Candidates should possess a bachelor's degree in accounting/finance or an associate's degree in accounting with five or more years of experience in a related municipal government position. Position requires knowledge of payroll, accounts payable and receivable and monthly/yearly financial reconciliation. Successful candidate will be fully trained in the statutory duties of Clerk/Treasurer to also include licensing, election administration and tax billing/collecting. Candidate must be bondable. Additional background in human resources or benefit administration is a plus.

Starting salary is \$71,926. Application and complete job description can be obtained at www.ci.watertown.wi.us. Submit application and resume in confidence, along with three references to Clerk/Treasurer Cindy Rupperecht at cindyr@cityofwatertown.org. Application deadline is 4:00 pm on September 22, 2017. EOE.

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: June 21, 1995
REVISED: Dec 2013

Title: Deputy Clerk-Treasurer **Department:** Clerk-Treasurer **FSLA Status:** Exempt

Basic Function:

This is a confidential mid-management position that is responsible for assisting in the organization, direction and coordination of all activities of the Clerk-Treasurer's Office to include processing payrolls, accounts payable, general ledger monthly/yearly financial reconciliation, personnel and benefit programs, tax billing and collecting, administration of voter registration, issuing municipal licenses, and maintenance of all official City records.

Responsibility and Authority:

Under the general direction of the City Clerk-Treasurer, and in accordance with all laws and statutes of the State of Wisconsin and the policies of the City of Watertown, is responsible for the supervision and evaluation of department staff, instructs, assigns, directs and checks the work product and assists in scheduling and assigning staff personnel. Coordinates activities of an assigned section with other sections of the Department, and/or other City Departments. This work requires the exercise of a high degree of judgment, initiative and discretion to complete routine office duties, however, special and unusual assignments may be subject to closer supervision. Acts in the place of the Clerk-Treasurer during such absences.

Specific Accountabilities:

1. Maintain automated fund accounting system including all journal entries and reports, as well as, monthly/year-end schedules and close-out.
2. Prepare payroll and payroll data for processing; post and maintain information and changes; process and deposit authorized deductions; process authorized payroll changes; audit payroll register for accuracy.
3. Check and prepare vouchers and invoices for payment, issuing checks in payment of vouchers.
4. Maintain employee records and administer City fringe benefit programs.
5. May attend, record and supervise the transcription and publication of all Common Council proceedings.
6. Refers all Common Council actions to standing committees, boards, commissions, and City Department Heads.
7. Receives and processes claims against the City, and processes and issues licenses.
8. Administers all elections and does system configuration for computerized election machines.
9. Assists in the administration of the department computer network.

10. Assists in the preparation and distribution of City tax bills.
11. Assists in receipt of all monies due the City and in the collection of delinquent accounts.
12. Performs all accounting functions with regard to investment transactions and the cash collection system.
13. Maintain fixed asset records.
14. May assist in departmental training.
15. Analyze and make recommendations on forms, work flow, procedures and practices, and purchasing related to payroll and accounts receivable.
16. Supervise the work of others to insure timely and accurate completion of general and special projects.
17. Audit departments' compliance with personnel and payroll policies.
18. Insure timely deposits of Federal, State, and F.I.C.A. taxes, etc.
19. Prepares work papers and schedules for the annual and special audits
20. Administer FMLA and Worker's Compensation Regulations as well as all other employee benefits
21. Prepare tax settlements for both counties

Education and Experience:

Bachelor's degree with major course work in accounting/finance or graduation from an accredited two (2) year college with 5 or more years of years experience in municipal fund accounting, and have more than three (3) years of responsible payroll-supervisory experience preferably in a municipal setting, and a combination of experience and training which provides the following knowledge, ability, and skills:

- ~ Good knowledge of accounting/payroll systems, principles and practices and the ability to apply these to work situations.
- ~ Good knowledge of office practices, procedures, and of the operation of standard office equipment.
- ~ Ability to make effective decisions in accordance with policy, rules and regulations.
- ~ Ability to perform complex arithmetic computations accurately and rapidly, and write legibly.
- ~ Ability to follow moderately complex instructions and adhere to prescribed routines.
- ~ Ability to establish and maintain effective working relationships with fellow employees and the general public.
- ~ Ability to maintain administrative, payroll, and general office records and to prepare reports and answer questions from same.
- ~ Ability to schedule effective use of own time and to coordinate activities of others.
- ~ Skill in data entry and the ability to operate a keyboard proficiently at a speed of not less than fifty (50) words per minute
- ~ Skill in the utilization of Microsoft Office products and associated software.



Must be bondable.