

VILLAGE OF PEWAUKEE
Job Description

JOB TITLE: VILLAGE TREASURER
DEPARTMENT: VILLAGE ADMINISTRATION
UPDATED: DECEMBER 2, 2024
REPORTS TO: VILLAGE ADMINISTRATOR

SUMMARY:

The purpose of this position is to maintain all aspects of village financial accounting, reporting, recordkeeping, assist in budget preparation, and supervision of related village personnel according to applicable practices, standards, ordinances, and statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise, manage, and oversee scheduling and assigning work related to preparation of general ledger, accounts payable, and accounts receivable. Instruct and train on a variety of computer applications, proper procedures, and policies on technical accounting issues.
- Supervisor of the Deputy Treasurer. Conduct annual performance evaluations and approval of PTO requests.
- Ensure accounting is in accordance with Generally Accepted Accounting Practices (GAAP) and the financial operations conform to pertinent regulations, standards, and guidelines.
- Maintain financial procedures, fiscal reporting, accounting methods, budget preparation, and debt/investment management.
- Oversee all manual and automated systems for the Village financial systems including adding new users and establishing roles and permissions.
- Assure accurate and timely preparation of monthly, annual, and other routine or special purpose reports.
- Provide advice and direction to all department heads and staff to the extent necessary to ensure effective administration and implementation of approved fiscal policies, plans, and programs.
- Maintain all records for Laimon Lakeside fund including deposits, financial statements, and lease agreements.
- Maintain employee credit card limits and prepare the monthly statement for import.
- Prepare monthly financial reports for Village Board.
- Oversee all job duties and functions of the Deputy Treasurer position including accounts payable, accounts receivable, fixed assets, and utility bill process.
- Annually compute and bill mobile home parking fees for distribution to the school district.

- Provide customer service in person, phone and through written correspondence.
- Act as fiscal agent for the Pewaukee Library, joint service with the City of Pewaukee.
- Provide support and assistance with elections including but not limited to Voter Registration, Absentee Voting, and Election Day.
- Attend conferences and trainings to enhance the quality of the Village Treasurer.
- Perform all other duties required by law, ordinance, or as directed by the Village Administrator.

AUDIT/BUDGET

- Coordinate and prepare the annual audit, work closely with auditors toward completion, and review draft reports prior to finalizing the audit.
- Assist the utility department in preparing the water, sewer, storm, and transportation utility budgets and Police Department in creation of Lake Patrol budget.
- Maintain quarterly spreadsheets related to fixed assets and depreciation in preparation for annual audit.
- File Form C annually with Department of Revenue, information provided by auditors.

DEBT/INVESTMENT

- Assist in maintaining annual long-term debt management in accordance with federal and state regulations and assist in annual capital improvement planning for future financial needs.
- Maintain debt records and process annual debt payments per schedule.
- Manage investments through LGIP and WISC PMA specifically related to investment earnings and CDs.

UTILITY

- Create and approve journal entries and make necessary adjustments. Reconciling and balancing of all bank and general ledger accounts.
- Assist in utility billing process for reconciliation and high-level review of customer accounts and complaints. Maintain records and schedule for new meter installations.
- Assist with Public Service Commission (PSC) rate cases and prepare the annual PSC report.

TAXES

- Prepare annual tax roll, calculate taxes and special charges (fire inspection/Fire EMS fees) including delinquent utilities and invoices, reconcile and work with Waukesha County Treasurer on tax settlements.
- Prepare and remit payment for quarterly sales tax.
- Prepare quarterly fuel tax refund.
- Maintain special assessment records for outstanding assessments related to roads, water, sewer, or other liens for tax roll and title searches.

HUMAN RESOURCES

- Perform bi-weekly payroll and train backup as needed.
- Enter employee benefit choices into the financial system.
- Lead the annual open enrollment process for benefits
- New hire onboarding, administrator of employee changes, completing termination process
- Recruit and screen candidates during the interview process
- Ensure legal compliance with FMLA, Military, and DOT regulations
- Administer of disability, deferred compensation, and life insurance
- Administer employee leaves (including FMLA, STD, LTD)

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, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

Associate degree in accounting or financial management is required with 2-3 years of related experience is preferred. Professional designation (CMTW) is desirable.

KNOWLEDGE AND SKILLS:

Ability to carry out difficult and various administrative and clerical details with little supervision; ability to understand and issue oral and written instructions; ability to make decisions in accordance with rules, regulations, and Village policy; ability to establish and maintain complex records and filing systems; and ability to establish and maintain effective public and working relations; familiarity with Microsoft Office and accounting software required, Caselle preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as accounting and administrative rules, operating instructions, Village ordinances, and laws and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with fellow employees and the public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must be able to sit for extended periods, bend, and lift up to 20 pounds occasionally. 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 telephone, cash register, computer, and copy machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The work of the Village Treasurer is performed in an office setting.

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 the job. This job description does not create an employment contract between the Village and the employee and is subject to change by the Village as the needs of the Village and the Department change over time.