Treasurer Job Description

This is a standard treasurer's job description in both format and content for a public employer but with ideas private employers could emulate.

TOWN OF COTTAGE GROVE TREASURER JOB DESCRIPTION

Treasurer's position summary: Performs the statutory duties of the Town Treasurer as provided in section 60.34, Wis. Stats. and other related statutes, as well as the duties contained in Town ordinances, resolutions and policies that may be enacted by the Town Board or Town meeting. It is the responsibility of the Town Treasurer to review, understand and follow these regulations as well as to keep abreast of any updates to them.

Primary Function: The Treasurer maintains the Town's Financial system, administers Town finances and maintains records in compliance with federal and state statutes as well and Dane County and Town ordinances. The responsibilities of the Treasurer are listed below:

- Direct, coordinate and supervise the financial activities for the Town of Cottage Grove.
- Keep a itemized account of all monies received and disbursed by the Town.
- Deposit as soon as practicable, the funds of the Town in the name of the Town in the public depository designated by the Town.
- Manage the loans and bonds as authorized by the Town.
- Conduct banking transactions and reconciliations for Town accounts.
- Co-sign checks for all funds disbursed.
- Maintain a system of control to ensure that expenditures do not exceed appropriations.
- Process accounts payable in cooperation with the Town Clerk:
    - Review all purchase invoices and ensure their proper encoding in the computer system by the Clerk.
    - Prepare payment vouchers (checks) and disburse after approval of the expenditure by the Town Board.
    - Prepare a report for each regular Town Board meeting showing invoices and checks issued for payment.
- Maintain and update payroll records in cooperation with the Town Clerk:
    - Review time sheets and verify proper entry into the computer system by the Clerk.
    - Process payroll checks for distribution.
    - Prepare federal and state tax reports and payments.
    - Prepare deferred compensation reports and payments.
    - Prepare a monthly report showing Town Board and Committee member per diems and mileage.
    - File quarterly and annual employment tax reports to the Federal and State.
    - Prepare annual W2's and 1099's.
- Prepare monthly financial reports for the Town Board showing the current budget vs. actual numbers and other reports as requested.
- Provide the Town Board, Chair and Department Supervisors with timely and informative financial reports on a regular basis and as needed for review of current budget.
- Maintain the Town of Cottage Grove investment policy.
- Administer and monitor the Town's short and long terms investments.
- Retain all public records that are required by Wisconsin Statues and/or Federal regulations.

- Attend all Town Board meetings. and various training sessions, meetings and seminars as directed by the Town Board.
- Work closely with the Village Clerk and/or Administrator to account for the shared billing activities and shared expenses between the Town and the Village of Cottage Grove.
- Perform all tax collection duties required of the Treasurer under Chapters 70-79:
    - Direct, coordinate and monitor the tax collection lock box services set up per agreement
    - Collect tax payments, refund over payments of taxes, balance tax collections and prepare tax collections reports.
    - Make partial and final settlement of State, County, school and vocational school taxes.
    - Initiate action to collect delinquent personal property taxes and prepare charge back reports for delinquent personal property taxes not received.
    - Comply with mandates and processes as directed by the Dane County Treasurer and the Wisconsin Department of Revenue
- Assist Town Clerk and Town Board in preparing the Annual operational and capital budget.
- Update financial database with the approved budget amounts for the annual operational and capital budget.
- Work closely with financial consultant to prepare policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Town.
- Complete the annual audit.
    - Work closely with the Town Clerk and staff to obtain all information needed for the Town auditors.
    - Provide assistance and advice to the auditors during the audit review.
    - Complete reports as needed to meet the GASB 34 regulations.
- Maintain and monitor the Town's Capital Asset database.
    - Prepare annual Capital Asset reports as required to meet the GASB 34 government – wide financial statements.
    - Conduct yearly inventory on all Capital Assets per the Town of Cottage Grove Capital Asset policy.

Other Duties:

- Handle financial and tax related correspondence.
- Act as a backup to day-to-day operations of the Town and general office duties normally performed by the Town Clerk.
- Perform other duties or projects as assigned by the Town Board.

General Provisions:

- The Treasurer must take and file the official oath and bond as provided in section 60.31, WI Stats.
- The Treasurer may appoint a deputy, for which the Treasurer is responsible as provided in section 60.341, WI Stats. The deputy must take and file the official oath and bond as provided in section 60.31, WI Stats.

Qualifications:

- Strong listening, verbal and written communication and organizational skills.
- Strong attention to detail.
- Ability to work professionally and congenially with a wide variety of people in multiple situations.
- Financial/Budgeting experience in a business setting.
- Demonstrated ability read and understand legal documents and directives.
- Bondable.
- Proficient in Quick books accounting software.
- Proficient in Microsoft Word, Excel, Outlook and Internet Explorer.

- Experience in municipal accounting is preferred.

Normal Hours of Work and Pay

- The Treasurer's office hours are from 8:30 a.m. to 12:30 p.m., Monday through Friday.
- The Treasurer is expected to work additional hours if needed to complete the required duties.
- The Treasurer is expected to attend all regular Town Board meetings, held the first and third Monday evenings of each month, and the Annual Town Meeting typically held on the evening of the third Tuesday of April.
- The Treasurer may be expected to attend other meetings as directed by the Town Board.
- Rate of pay to be determined by the Town Board.
- Overtime to be paid in the pay period earned.
- Completed time cards will be given to the Town Chair.
- Paychecks issued biweekly on Friday.

Probationary Period: Six months of satisfactory service

Benefits will be provided according to the Town of Cottage Grove Personnel Polices and Procedures Manual, which may be amended by the Town Board from time to time.

Note: Applicants will be subject to a criminal back-ground check.

Approved by the Town Board on 10-17-2012
Amended by the Town Board on 08-04-2014