

**Village of Lake Nebagamon Standards of Performance
Treasurer / Office Assistant**

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Reports to: Village Clerk
Adopted: July 13, 2021

Summary

This position works under the Village Clerk, helping to coordinate all functions of the municipality. This position utilizes bookkeeping & recordkeeping skills, the Google software suite and Quickbooks. Employee must demonstrate dependability, common sense, good judgment, time management, and good communication skills. This job primarily occurs in the office at a desk with supplementary election tasks, runs on a somewhat variable schedule for approximately 25-35 hours per week.

Essential Duties and Responsibilities

Include the following and all other duties required by the Village Board and/or Committee and Commission Chairs.

Required by Wisconsin State Statute §61.26

- Maintain clerk and treasurer bonds.
- Receive all village monies and immediately deposit in the public depository.
- Pay approved claims upon written order of the president, countersigned by the clerk, with detail provided on voucher.
- Keep a detailed account of all transactions showing when, to whom and for what purpose all payments are made. Preserve all vouchers filed in the office.
- Render an account and settlement of all official transactions to the board monthly.
- Acts as a receptionist greeting people coming into the office, answering the phone, distributing information and taking/delivering messages.
- Work jointly with the clerk to correctly execute all payroll and payroll liabilities for the village.
- Work jointly with the clerk to maintain Quickbooks files on Village, Cemetery, Sewer and Fire Department checking accounts as well as employee payroll information.
- Maintains billing and payment for sewer customers.
- Work jointly with the county tax lister and the clerk to prepare the tax roll showing the total amount of all taxes levied in the village as well as special assessments.
- Work jointly with the clerk to prepare a working budget for the village based on committee and commission requests.
- Work jointly with the clerk to prepare and file all payroll tax forms with the appropriate agencies.
- Complete all forms required for FEMA, IRS, WRS, State Unemployment, Workers Comp, Wisconsin Department of Transportation and Wisconsin Department of Revenue.
- Assists in preparation of village ordinance to include creating, reviewing and amending. Submits ordinance documents for board approval and signature of Village President.
- Prepares contracts and agreements.
- Acts as a liaison between local government and its citizens.
- Assists in preparation of grant applications, investigates sources of funding and other programs as requested by the board.
- Upkeep and renewal of computer access accounts with WRS, EFTPS, DOR, DOT and other agencies.
- Coordinates disaster efforts during storms, fires and floods.
- Incorporated by reference: Google Doc "Office Checklist" in the Employee Info folder in the G-drive.

* at least 1 year municipal experience is preferred.

To apply: prior to October 8th, send a cover letter and resume to:
dnolan@villagelakenebagamon.com **or**
Village Lake Nebagamon
PO Box 517 Lake Nebagamon, WI 54849 **or**
leave in the drop box at the Auditorium (11596 Waterfront Dr.)