

TOWN OF BURKE JOB DESCRIPTION

TITLE: DEPUTY CLERK/TREASURER

SUPERVISOR: ADMINISTRATOR/CLERK/TREASURER

PURPOSE OF THE POSITION:

Responsible for being the back-up of the Administrator/Clerk/Treasurer for all the duties associated with that position as indicated in Wisconsin State Statutes 60.33 and 60.34.

Generally responsible for administering Town services and operations within the guidelines of the Wisconsin Statutes and adopted Town budgets, policies, ordinances, and resolutions. Perform clerical filing, record keeping, various word processing, spreadsheets, accounting software and other office procedures under the direction of the Administrator/Clerk/Treasurer, and act on behalf of the Administrator/Clerk/Treasurer in her/his absence.

ESSENTIAL RESPONSIBILITIES:

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Greet and assist visitors to the office.
- Answer the phone and respond to voicemail.
- Open and distribute the mail.
- Pay the bills in accordance with Town policy.
- Issue receipts for monies received and prepare bank deposits.
- Process payroll checks and related reports.
- Provide various reports as requested by the Administrator/Clerk/Treasurer, Town Board and other government entities.
- Issue licenses as approved by the Town Board.
- Coordinate the rental of the community center and park shelter
- Order and maintain office supplies.
- Assist Clerk/Treasurer with all aspects of elections.
- Assist the Administrator/Clerk/Treasurer in preparing the annual budget and post/publish the appropriate notices.
- Handle the processing and collection of tax bills.
- Issue dog licenses and maintain a record thereof.
- Maintain the filing system.
- Attend meetings and take minutes as directed by the Clerk/Treasurer.
- Prepare records and documentation for the Town's annual audit.
- Serve as a Notary Public.

KNOWLEDGE OF:

- Accounting principles.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- Personal computers and software including but not limited to: Microsoft Word, Excel, Outlook and Publisher; QuickBooks and Internet Explorer.

10/9/2015

ABILITY TO:

- Communicate effectively with the general public, staff, Town Board, commissions and committee members both orally and in writing.
- Operate general office equipment such as computer, copy machine, calculator, telephone, fax, etc.
- Comprehend and interpret a variety of documents including budget reports, meeting minutes, billing invoices, agendas, State Statutes, and other regulations, policy and procedure manuals, etc.
- Follow verbal and/or written instructions, policies rules and regulations.
- Effectively and efficiently coordinate multiple activities.
- Work independently with little supervision.
- Set priorities and meet deadlines.
- Be bonded.

WORK ENVIRONMENT AND WORKING CONDITIONS:

- Work is generally performed in an office environment.
- Work is usually performed while seated at a desk.
- Work is frequently performed using a computer and peripheral equipment.

DESIRED QUALIFICATIONS:

- Graduation from high school or GED; and
- An Associates Degree in Accounting or related field;
- Two years experience in a staff position in a local government; or
- Any equivalent combination of training and experience which provides the desired, knowledge, skills and abilities.