

**TOWN OF PITTSFIELD, BROWN COUNTY
TREASURER/OFFICE STAFF
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 Brown County and Town ordinances. The responsibilities of the Treasurer are listed below:

1. Direct, coordinate and supervise the financial activities for the Town of Pittsfield in cooperation with the Town Clerk.
2. Keep an itemized account of all monies received and disbursed by the Town in cooperation with the Town Clerk.
3. Deposit as soon as practicable, the funds of the Town in the name of the Town in the public depository designated by the Town.
4. Manage the loans and bonds as authorized by the Town.
5. Conduct banking transactions and reconciliations for Town accounts in cooperation with the Town Clerk.
6. Co-sign checks for all funds disbursed.
7. Maintain a system of control to ensure that expenditures do not exceed appropriations.
8. Maintain and update payroll records in cooperation and direction of the Town Clerk, possibly including but not limited to:
 - a. Review time sheets and verify proper entry into the computer system under direction of the Clerk.
 - b. Process payroll checks for distribution.
 - c. Prepare federal and state tax reports and payments.
 - d. Prepare deferred compensation reports and payments.
 - e. Prepare a monthly report showing Town Board and Committee member per diems and mileage.
 - f. File quarterly and annual employment tax reports to the Federal and State.
 - g. Prepare annual W2's and 1099's.
9. Prepare monthly financial reports for the Town Board showing the current budget vs. actual numbers and other reports as requested.
10. Maintain the Town of Pittsfield investment policy.

11. Administer and monitor the Town's short and long terms investments.
12. Retain all public records that are required by Wisconsin Statutes and/or Federal regulations.
13. Attend all Town Board meetings. and various training sessions, meetings and seminars as directed by the Town Board.
14. Complete continuing education to maintain required knowledge and/or certifications.
15. Perform all tax collection duties required of the Treasurer under Chapters 70-79:
16. Collect tax payments, refund over payments of taxes, balance tax collections and prepare tax collections reports.
 - a. Direct, coordinate and monitor the tax collection lock box services
 - b. Make partial and final settlement of State, County, school and vocational school taxes in cooperation with the Town Clerk.
 - c. Initiate action to collect delinquent personal property taxes and prepare charge back reports for delinquent personal property taxes not received.
 - d. Comply with mandates and processes as directed by the Brown County Treasurer and the Wisconsin Department of Revenue
17. Assist Town Clerk and Town Board in preparing the Annual operational and capital budget.
18. Assist/Update financial database with the approved budget amounts for the annual operational and capital budget.
19. 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.
20. Issue licenses and permits as granted by the Town Board or authorized by the Code of Ordinances
 - a. Including the recording of such licenses or permits
 - b. Oversee and administer the dog licensing program for the Town
21. Provide special assessment search for multiple Title companies related to all refinance and property sales in Township.
22. Assist with the monitoring Sanitary District accounts, submitting monthly delinquent reports and providing list of tax parcels of individual sewer payments collected during tax season.
23. Work closely with the Town Clerk and staff to obtain all information needed for the completion of the Town Audit.
 - a. Provide assistance and advice to the auditors during the audit review.
 - b. Complete reports as needed to meet the GASB 34 regulations.

24. Maintain and monitor the Town's Capital Asset database.
 - a. Prepare annual Capital Asset reports as required to meet the GASB 34 government – wide financial statements.
 - b. Conduct yearly inventory on all Capital Assets per the Town of Pittsfield policy.

Other Duties:

25. Assist the Clerk with election duties including but not limited to working at the polls, preparing and mailing absentee ballots.
26. Handle financial and tax related correspondence.
27. Act as a backup and assistant to day-to-day operations of the Town and general office duties normally performed by the Town Clerk.
28. Perform other duties or projects as assigned by the Town Board.
29. Perform regular backups of computer data.
30. Handle correspondence and various legal documents.

General Provisions:

31. The Treasurer must take and file the official oath and bond as provided in section 60.31, WI Stats.
32. 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:

33. Strong listening, verbal and written communication and organizational skills.
34. Strong attention to detail.
35. Ability to work professionally and congenially with a wide variety of people in multiple situations.
36. Financial/Budgeting experience in a business setting.
37. Demonstrated ability read and understand legal documents and directives.
38. Bondable.
39. Proficient in Quick books accounting software.
40. Proficient in Microsoft Word, Excel, Outlook and Internet Explorer.
41. Experience in municipal accounting is preferred.

Physical requirements:

42. Ability to sit or stand for long periods of time in a general office environment.
43. Some weeks require long, irregular hours and evening duties.

Normal Hours of Work and Pay

44. The Treasurer's hours will be expected to have open office hours during the work week as established by the Town Board.
45. The Treasurer is expected to work additional hours if needed to complete the required duties.
46. The Treasurer is expected to attend all regular Town Board meetings, typically held the second Tuesday evenings of each month, and the Annual Town Meeting typically held on the evening of the third Tuesday of April.
47. The Treasurer may be expected to attend other meetings as directed by the Town Board.
48. Rate of pay to be determined by the Town Board.
49. Salaried position, average estimated hours of 700 hours per year.
50. Paychecks issued monthly.

Probationary Period: Six months of satisfactory service

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

Approved by the Town Board on 02-14-2021