

Treasurer/Finance Director

The Village of Kronenwetter (Pop. 8,402), located in Central Wisconsin, seeks a highly motivated and skilled Village Treasurer/Finance Director.

The position is responsible for managing all aspects of the Village's finances, including providing day-to-day oversight of financial activities and financial planning.

The broad responsibilities of the Treasurer's Office include:

- Cash management, including receipting and investing all monies, and debt management
- Financial reporting, including maintaining all financial and accounting records of the Village, preparing for the annual audit, and monthly Treasurer's reports
- Budget development, including coordinating the budget process, developing operating budgets for all municipal and enterprise funds, and capital improvement planning
- Property tax collection, including preparing the tax roll, collecting taxes, and reconciling with other taxing jurisdictions
- Financial planning, including providing leadership and direction in the development of short and long-range financial plans
- Customer service, including providing quality stewardship of Village resources, timely and accurate financial information, and exercising sound judgment in applying prescribed financial procedures and regulations according to Village and State laws

Requirements: A Bachelor's Degree in Accounting, Business, Public Administration with two years of experience in financial management or an Associate's degree in a related field with four years of relevant experience in financial management is required.

Pay & Benefits: This is a full-time, salaried position with a salary range of \$65,000 – \$90,000 (based on experience). The Village offers participation in the Wisconsin Retirement System and a competitive benefits package. This position is an exempt position under the FLSA and not eligible for overtime pay.

Under the general supervision of the Village Administrator, the Village Board appoints the Treasurer/Finance Director. The Village Board is made up of an elected Village President and six elected Village Trustees. Each member of the board serves a two-year term.

With 52 square miles, the Village of Kronenwetter is the largest village in the state of Wisconsin and the United States. It's central Wisconsin allows for easy access to attractions across the state.

Kronenwetter's total annual 2023 budget is \$4,701,858 for the General Fund; \$459,812 in the Capital Project Fund; \$718,275 in the Debt Service Fund; \$801,860 in Water Utility revenue; and \$718,275 in Sewer Utility revenue.

Upcoming initiatives and projects include building a water treatment plant; developing a yard waste site; replacing the sewer lift stations; park revitalization; studying the concept of an interchange at Kowalski Road and I-39; developing and managing the Village's TID 2 District; and economic development.

The Village has 30 full-time positions, 3 part-time positions, and 4 seasonal positions.

Village services include general government, emergency medical services, fire & police services, public works, planning and zoning and parks and recreation. The Village has contracts with Riverside for emergency medical services.

To apply for this position, please email a resume, cover letter, and Village Employment Application(found at www.kronenwetter.org) to Village Clerk Bobbi Jo Birk-LaBarge at bbirklabarge@kronenwetter.org by March 10, 2023.

Please direct your questions to Village Clerk Bobbi Jo Birk-LaBarge at bbirklabarge@kronenwetter.org.

The final candidate list will be open to the public. EOE/AA/ADA



Village Treasurer Position Description

The Village Treasurer is a key member of the Village's management team and works under the direction of the Village Administrator. This position oversees the finance department, assuring that the village achieves its financial objectives through solid fiscal planning, budgetary controls, and the maintenance of financial accounts and records. In concert with the Village Administrator, the Treasurer develops and manages the village budget and budget process.

General Summary

The Village Treasurer plans, directs, manages and oversees the activities and operations of the Finance Department including financial planning, payroll, budgeting, accounting and auditing, property management, treasury, cash management, purchasing, utility billing. This position is responsible for the duties of the Treasurer as set forth in Wisconsin Statutes.

Essential Duties and Responsibilities

- Supervise the Utility Clerk position.
- Supervise the accounting system.
- Oversee the payroll process.
- Coordinate the accounting procedures and maintenance of the financial records of the Village and prepare for the annual audit.
- Be responsible for drafting documents as necessary to be in compliance with government requirements.
- Maintain separate accounts for qualified grant funds following specific accounting and auditing practices as outlined in grant acceptance manuals.
- Oversee the tax process including preparation and collection as well as training to staff.
- Direct and oversee the Village's Purchasing Policy as approved by the Village Board.
- Assist the Village Administrator in developing budget procedures, prepare and administer the annual operating and capital budgets in accordance with guidelines provided by the Village Board, pursuant to State Statute.
- Assist the Village Administrator in coordination with bonding agent and Village Board to facilitate borrowing. Maintain records of all bonds issued by the Village by tracking projects, borrowed funds and payment schedules.
- Assist the Village Administrator in managing the Tax Increment District(s) TID and be responsible for compliance with annual reporting requirements for the TID(s) by working with Assessor to maintain the assessment roll; maintain compliance schedules for tax increment reimbursements and compliance with TID Development Agreements.

Management Style and Personal Traits

- Personal and professional integrity, gaining respect and inspiring the trust and confidence of Administration, subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Have enthusiasm for public service and team-work, especially in a small-staffed, fast-paced environment that requires the management group to have “all hands on deck.”
- Be a clear and concise communicator, including the ability to actively listen.
- Is agreeable and presents a positive attitude and outlook.
- Possess the ability to build collaborative relationships with a variety of internal and external stakeholders.
- Be a team member that appreciates the need to provide accurate, timely and transparent information to fellow department heads and Village Administrator.
- Be proactive, anticipatory, and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Be willing to keep the Village Board and Village Administrator apprised of the state of the village’s finances, major activities and/or village operations in a consistent and timely manner, passing on both good news and bad news in a tactful, self-confident, and professional manner.
- Possess financial management skills to guide a dynamic, financially sound organization. Strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming, and budget development and control. Have a keen understanding about governmental fund accounting.
- Have a working knowledge of economic development strategies; fluency in tax incremental financing is important.
- Have a record of keeping current with modern, innovative municipal technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase efficiencies and provide better customer service for residents.

Education and Experience

- A bachelor’s degree in accounting, business administration, finance or related field; a master’s degree and/or CPA is preferred, but not required.
- Three – five years of experience in a government setting or demonstrable skills in governmental fund accounting; a combination of public and private sector finance experience is ideal.
- Working knowledge of financial management/ERP systems. Possess the know-how to manage those systems in order to assure real-time reporting and accessibility of financial data.

Physical Demands

The physical demands here are representative of those that must be met by an employee to be successfully perform the essential functions of this job. Reasonable accommodations may be made to engage individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, or listen for long periods of time; use hands to operate objects, tools, or controls. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee should have vision corrected to be able to decipher 8-point type.

Other

This position description has been prepared to assist in defining the position, its essential duties and responsibilities, the management style and personal traits, minimum education and experience requirements, physical demands, and qualifications. It is not intended as a complete list of duties, responsibilities, knowledge and ability requirements, physical demands, and qualifications.

The duties and responsibilities listed above are not to be construed as exclusive or all inclusive. When necessary, other duties/special projects may be required and assigned.

This position description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of the employee under supervision. The Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document, as it deems necessary.

The Village of Belleville is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

City of Elkhorn

Treasurer

SALARY \$2,587.20 - \$3,482.40 Biweekly
\$67,267.20 - \$90,542.40 Annually

LOCATION Elkhorn, WI

JOB TYPE Full-Time

JOB NUMBER 2023-06

DEPARTMENT Clerk/Treasurer

OPENING DATE 05/16/2023

CLOSING DATE 6/6/2023 8:00 AM Central

Summary of Job

This position is established to perform the statutory duties of City Treasurer pursuant to Wis. Stat. Section 62.09(9) as well as the duties set forth in the Elkhorn Municipal Code. The position also provides technical and administrative support to the City Administrator in the management of the City's financial and accounting activities.

Under general guidance and supervision of the City Administrator, the Treasurer performs key functions related to the City's financial operations, including general accounting, grant accounting, procurement, and debt service recordation/reporting. This position assists in the preparation of financial reports, audits, and various state and federal reports. The position also assists in the development of the annual budget and financial statements. The Treasurer maintains the City's fixed asset records, prepares monthly financial report, and assists with property tax collection. This position works in partnership with the Finance Director and close coordination with other City administration staff and department directors.

Expected hiring range \$67,267.20 - \$78,832.00

Essential Duties & Responsibilities

The following duties are normal for this position, but are not exclusive or all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the

position. Other duties may be required and assigned.

General Management and Administrative

- Prepares various records, reports and documents; researches, compiles and provides information for debt management and collective bargaining; assists in preparation, presentation and review of all departmental budgets; maintains current and deferred special assessment ledger; administers purchase order system; participates in the development of short- and long-term financial management plans and goals.

Financial Management

- Performs statutory duties of City Treasurer.
- Oversees real estate and property tax collection duties.
- Coordinates the accounting procedures and maintenance of the financial records of the City.
- Monitors all cash and LGIP investment balances and makes cash transfers and general ledger entries as necessary. Assists with daily bank reconciliation.
- Coordinates annual financial audit; prepares documents for auditors and assists with the collection of financial data as required.
- Assists City Administrator and Finance Director in the preparation of the annual budget.
- Assists Payroll Clerk with payroll and reporting functions; serves as backup for payroll processing.
- Reviews property inventory and fixed assets accounts; enters yearly depreciation to match auditor's report; reviews account receivable transactions.
- Assists with maintenance of debt service records.
- Assists with preparation of interim and annual municipal and utility financial reports.
- Performs financial analyses and a variety of professional-level accounting functions in the preparation and maintenance of financial records, reports, and statements.
- Monitors financial reports and payment requests to ensure compliance with policies and procedures; reviews and approves invoices submitted for payment; ensures proper expenditure

coding, support documentation, and adherence to budgetary and other policies and procedures.

- Monitors accounting operations to ensure compliance with GAAP, GASB, and various state/federal standards.
- Completes daily journal entries and codes invoices for health, dental, and life insurance plans.
- Responds to requests for information on special assessments.

Qualifications

- Graduation from an accredited four-year college or university with a degree in accounting, finance, public administration or a related business field.
- Minimum of three years of accounting experience is required.
- Three to five years of experience in a government setting or demonstrable skills in governmental fund accounting.
- Must possess a valid Wisconsin Driver's License.
- Must be eligible to be bonded.

Job Knowledge, Skills and Abilities

- Thorough knowledge and understanding of general accounting principles.
- Thorough knowledge of the practices and principles of governmental accounting, GASB, and GAAP.
- Working knowledge of computers and the use of computer-based municipal financial management/accounting software.
- Skill in the use of municipal financial reporting software applications.
- Skill in the use of common office software applications (e.g. Microsoft Office).
- Ability to plan, assign, instruct and review the work of others.

- Ability to comprehend and interpret a variety of documents such as tax statements, billing invoices, balance sheets, insurance forms, public notices, block grant payments, and statements of operation.
 - Ability to prepare a variety of documents such as billing invoices, financial statements, balance sheets, payroll reports, and spreadsheets using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
 - Ability to use and interpret accounting and basic legal terminology.
 - Ability to effectively communicate with accountants, financial advisors, elected officials, members of the public, and City personnel.
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Agency

City of Elkhorn

Address

311 Seymour Ct.
PO BOX 920
Elkhorn, Wisconsin, 53121

Phone

(262) 723-2219

Website

<http://cityofelkhorn.org>



Employment Listing & For Sale / Wanted Ads

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The League's listings are updated frequently. Subscribe to job posting notifications by clicking the Notify Me button for automatic alerts on the latest career opportunities.

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Employment

Assistant Finance Director (Full Time)--City of West Bend, WI

Assistant Finance Director (Full Time)

City of West Bend, WI

The City of West Bend has an Assistant Finance Director position available. The ideal candidate will oversee the daily operations of the Finance Department by providing supervisory and administrative support to the Finance Director.

Essential Duties and Responsibilities

- Supervisory duties providing direction, reviewing the work of others, and delegation of workload within department; Monitor accounts receivables, accounts payable, cash receipts, and payroll. Must have the ability to direct, supervise, train, coordinate and evaluate personnel.
- Prints Accounts Payable and Payroll Checks and/or Advices.
- Prepares and submits check requests.
- Reviews and authorizes journal entries.
- Approves and sets up bank wire transfers.
- Posts monthly, annual and as needed, budget appropriations and transfers.

Job Details

Category

Employment

Status

Open

Posted

May 10, 2023

Closing

June 15, 2023 11:59 PM

- Processes monthly financial close and annual financial year-end close.
- Reconciles bonds for arbitrage reporting annually.
- Assists other departments with reporting and/or accounting issues.
- Assists with the annual Operating Budget; Yearly preparation, reconciliation, correction and guidance to departments. Attend Budget meetings with City Administrator, Finance Director, and each respective department to review and discuss budget.
- Creates and enters next year budgets in financial software; Annual and Multi-year funds - Operating, TIF, and Capital Budgets.
- Prepares annual TIF Financial Reporting for the Joint Review Board, appropriates taxing entities, and information for annual TIF Reporting.
- Creates and maintains setting up new funds, general ledger accounts and associated segments.
- Reconciles and completes tax collection settlements.
- Assists in providing financial reports in preparation of the Annual Comprehensive Financial Report (ACFR).
- Tax collection oversight including receipting and letters to tax payers regarding problematic payments.
- Prepares for and assists with annual audits; reporting, reconciling, document preparation and review of internal controls.
- Prepares and maintains specialized reports and spreadsheets for tracking, audit and reconciliation purposes.
- Monitors all City grants; communicates with department heads regarding grant status, organization of applicable documentation, and single audit status consideration.
- Performs duties of Finance Director in his/her absence.
- Performs duties of the Account Technician II in his/her absence.
- Performs other duties as required.

Minimum Training and Experience Required

- **A Bachelor's Degree in Accounting is required** and three to five years government accounting or financial management and supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Knowledge about technology related to financial software applications, MUNIS and Excel, which will enhance the operation of the department.

The Salary for this position is \$68,803.49. Qualified applications will be accepted until the position is filled. An application is required and available at our website by clicking on this link:

<https://westbend.rja.revize.com/forms/475> or at:

Human Resources

City of West Bend

1115 S. Main St

West Bend, WI 53095

EOE