

TOWN OF MIDDLETON
7555 W. OLD SAUK ROAD
VERONA, WI 53593

Title: Deputy Treasurer

Employment Status: Exempt under FSLA requirements

Reports To: Town Administrator/Treasurer **Salary Range:** \$55,000 - \$65,000

Purpose of the Position

In accordance with Wisconsin Statutes Chapter 60, and Town Ordinances, the Deputy Treasurer shall assist the Treasurer perform statutory duties and other duties as assigned. Responsibilities include but are not limited to receipt and disbursement of Town money, deposit of Town money, and collection of taxes.

Supervision

Work is performed under the general supervision and direction of the Town Administrator/Treasurer.

Experience and Training

Bachelor's degree in accounting from an institution accredited by a recognized accreditation body or equivalent experience is required; CPA and/or advanced degree preferred. Certification as a Municipal Treasurer highly desired.

Working knowledge of computers and electronic data processing equipment/software including Excel and Word and other specialized software; modern office practices and procedures; and governmental accounting principles and practices.

Must be bondable and a Notary Public within six months of hire.

Essential Functions and Duties of the Job - May include, but are not limited to, the following:

1. Have a lead role in assisting the Administrator/Treasurer with the preparation of the Town's annual budget, capital improvement budget, debt issues, long-term financial strategy and other financial issues.
2. Prepare and develop initial budget proposals.
3. Investment of Town funds and debt administration.
4. Deposit funds of the Town in the name of the Town in a public depository designated by the Town Board.
5. Disburse Town funds upon approval of purchase orders/statements.
6. Coordinates new employee orientation including all required paperwork (i.e. benefits). Administer pension program (i.e. Wisconsin Retirement System) including submitting reports as mandated.
7. Prepare staff payroll, including tracking staff hours and leave time.
8. Conduct salary surveys, research and assist in development of employment policies and benefit plans.

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9. Maintain Town's insurance policies and the account for insurance premiums, including filing necessary documents, claim forms, etc. File necessary documents for worker's compensation first report of injuries and all other worker's compensation insurance issues.
10. Perform statutory duties relating to taxation. Prepare tax calculations and oversee tax collections. Enter delinquent accounts as a special charge or special assessment, including interest/penalties onto the County tax roll worksheet in November for inclusion on tax bills and explain same to property owners.
11. Maintains and updates Town's fixed assets records as needed.
12. Process and maintains fiscal related elements of all development agreements, special assessments, bonds, grants and projects.
13. Manage independent audit.
14. Collaborate with other staff to assist in the development and implementation of goals, objectives, policies and priorities.
15. Assist in the evolution of the organization through development of internal policies/procedures.
16. Attend official meetings of the Town Board and Committees as directed by the Administrator/Treasurer.
17. Assist or lead special projects as requested by the Administrator.
18. Provide assistance, as needed, with front counter service and telephone.
19. Attend training as necessary to maintain current knowledge of duties.
20. Other duties as assigned.

Ability to:

1. Comprehend, interpret and prepare a variety of financial documents and reports (i.e. balance sheets, income, tax and investment statements, reconciliation schedules and spreadsheets, payroll records, financial statements, budgets, etc.).
2. Understand and utilize Generally Accepted Accounting Principles (GAAP) and accounting terminology.
3. Perform all mathematical computations and calculations associated with a multi-million-dollar operation and budget.
4. Maintain effective communication both orally and in writing.

Work Environment includes:

- A friendly, sometimes face-paced office environment which is normally moderately quiet.
- Occasional evening meetings are required.
- Overnight travel may be required. Sitting for long-periods of time is possible.

Physical Requirements:

- May remain in a stationary position at least 50% of the time.

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- The position requires the ability to occasionally move about inside the office to access file cabinets and general office equipment.

This job description is subject to change at any time.

The Town of Middleton complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, please contact Hailey Roessler, Office Manager, at (608) 833-5887 or via email at: hroessler@town.middleton.wi.us.