

City of Bayfield

Office of the Clerk and Mayor
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-1201
citydeputy@cityofbayfield.com

City Treasurer Immediate - Full Time Position Available

Company: City of Bayfield	Contact: Ashley Dickey, Deputy Clerk
Street Address: 125 South First Street	Phone: 715-779-1201
City, State, Zip: Bayfield, WI 54814	Email: citydeputy@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: City Treasurer	
Job Description: This position performs a wide range of administrative functions, including, but not limited to preparing and maintaining appropriate fiscal records for the collection and distribution of the City of Bayfield revenues and disbursements, serves as City Comptroller/Personnel Administrator, responsible for all accounting functions including journals, ledgers, and required reports.	
Salary: \$29.20/hr. Benefits included (but not limited to): Full Family Health Insurance, Vacation, Sick and Personal Leave, Life Insurance, and Retirement through the Wisconsin Retirement System.	
Position: Assumes approximately 40 hrs. week/ weekdays, including some after-hour meetings.	
Application Deadline: Open until filled. First review of applications on May 9 th , 2025	
Candidate Consideration: <ol style="list-style-type: none">1. Personal Interview2. Background Investigation3. Clerical experience preferred	
Each Applicant Must Provide the Following: <ol style="list-style-type: none">1. Letter of Interest2. Completed Application3. Resume	

Established in 1913.

City of Bayfield is an Equal Opportunity Provider and Employer.

Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410

City of Bayfield

Position Description

Position Title: City Treasurer

Reports To: Mayor

Job Summary:

The City Treasurer is a statutory position and is responsible for performing those duties required by Section 62.09(9) of the Wisconsin Statutes. Under the direction of the Common Council, this position performs a wide range of administrative functions, including, but not limited to preparing and maintaining appropriate fiscal records for the collection and distribution of the City of Bayfield revenues and disbursements, maintains all payroll records, prepares check vouchers, and makes appropriate property tax settlements with outside entities. These services are performed for the City of Bayfield including Harbor, Courthouse, Water and Sewer Utility, Greater Bayfield Wastewater Treatment Plant (GBWWTP), Fire, and Library. The incumbent will work independently with minimal supervision, however, is expected to use their judgment and seek direction when needed on substantive matters related to administration of municipal policies and programs.

Essential Skills, Knowledge, and Abilities:

- Ability to analyze, interpret, and apply applicable Federal, State, and local policies, laws, and regulations.
- Apply knowledge of a broad range of statutes, principles, and practices to the administration of City affairs.
- Knowledge of modern office procedures, methods, and equipment including computers and Microsoft Office (Word and Excel required), Outlook, able to learn Banyon Data System and basic website editing software.
- Ability to communicate effectively with the public in a busy, multi-task environment, excellent verbal and written communication skills.
- Organized and detail oriented.
- Ability to interpret reports, maps, and charts.
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in a sometimes challenging environment.
- Ability to prepare and maintain accurate records and to prepare a variety of reports as required or requested.
- Must possess excellent time management skills.
- Must have accounting fundamentals.

Essential Duties As Directed, But Not Limited To:

- Maintains all fiscal records for the City
- Serves as City Comptroller/Personnel Administrator
- Responsible for all accounting functions including journals, ledgers, and required reports per DOR, GAAP, the Public Service Commission (PSC), and other regulatory agencies
- Prepares annual budget and list of Capital Improvement Projects with the Mayor, Common Council and department heads
- Assist City Auditor with preparation of year end fiscal reporting to the DOR and PSC
- Prepare tax information for the State and County, inform residents of annual taxes, keep accurate records of assessments, and real estate taxes
- Invest funds for maximum interest earnings
- Responsible for management of City cash flows and receipts
- Performs all record keeping, billing, collections, banking, investments, accounting, and financial reports

- Reconciles all City checking and savings accounts monthly
- Prepares and sends invoices for services provided by the City
- Separates all bills and distributes to appropriate department heads for verification and authorization
- Maintains payroll records and prepares payroll checks in coordination with City Clerk
- Prepares check vouchers for Common Council approval, pays claims
- Keep track of all City and Utility debt, meet loan requirements, process payments and balance accounts
- Maintains the project funding records and prepares reports as necessary
- Makes property tax settlements with County Treasurer and other taxing entities
- Prepares appropriate forms, reports, and pays all State, Federal, and County Taxes
- Issues purchase orders
- Collects fees and pays settlements for dog licenses
- Collects and administers the Room Tax Fund and Short-Term Rentals
- Balances cash drawers and petty cash boxes for City and Utility
- Maintains lists, sends bills, and develops breakdowns for all Special Assessments (City and Utility)
- Assists Realtors and Title Companies with special assessments and other information
- Develops and implements improved internal control and financial reporting procedures, in cooperation with the City Clerk, as necessary, requested or directed
- Prepare all miscellaneous invoices for the City
- Prepare regular deposits for all money received
- Prepare Accounts Payable for City

Other Duties and Responsibilities:

- Attends necessary training, seminars, and maintains required certifications
- Keeps the Common Council informed of changes, opportunities, and problems of any developmental, operational, or financial in nature; recommends appropriate opportunities
- Responsible for all Census coordination
- Assist in all personnel and payroll benefit information for employees
- Identifies and evaluates ideas to achieve more efficient and effective operations
- Instructs and assists with basic computer knowledge
- Performs other duties as specified by the Mayor or Common Council
- Assists various City Committees as requested

Term:

- The City Treasurer of the City of Bayfield shall be appointed by the Mayor subject to confirmation by a majority vote of the members-elect of the Common Council.
- The City Treasurer shall hold office for an indefinite term, subject to removal as provided by law.

Minimum Qualifications Required:

- High School Diploma/Equivalent Required: Associates degree or higher education preferred
- Municipal Government Experience (preferred) two years' experience in clerical operations, bookkeeping, policies and legislative functions or a combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certified Treasurer (or ability to obtain)
- Working knowledge of Accounting Software (Banyon preferred)
- Notary Public (or ability to obtain)
- Election Administration Certified (or ability to obtain)
- Must be Eligible to be Bonded
- Board of Review Treasurer Training
- Valid Driver's License

Physical Demands:

- Lifting 20 lbs. maximum with frequent lifting and/or carrying objects weighing up to 10 lbs.
- Frequent sitting.
- Occasional standing, walking and driving/transportation
- Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling and operating controls.
- Frequent bending, twisting, reaching and grappling
- Occasional squatting
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated on this description.

Incumbent

Date

Mayor

Date

Revised: 11/23/24

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Month and Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

REFERENCES:

Name	Address & Phone Number	Position	Years Acquainted
1.			
2.			
3.			

AUTHORIZATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without a fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield’s Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____

Signature _____

