**DEPUTY CLERK/TREASURER**

**Reports to**: Clerk/Treasurer

**Summary Job Description**: The Deputy Clerk/Treasurer is responsible for all administrative, legal and financial functions within the Village of Mazomanie in the absence of the Clerk/Treasurer as well as various assigned responsibilities as detailed below. This is a customer service-oriented individual who ensures that village residents are provided with timely, quality service and requires knowledge of municipal statutes and finance.

**Major Duties & Responsibilities:**

* Preparation of billings, reports, and rate increase requests for all municipal utilities.
* Preparation of sales tax returns.
* Issuance of municipal licenses.
* Collection of tax bills.
* Administration of payroll and assistance with employee benefit programs.
* Accounts receivable accounting
* Monthly cash and other account reconciliations
* Assistance in administration of elections.

**Position Requirements:**

* Customer-oriented individual with pleasant personality.
* Well-developed written and verbal communication skills.
* Ability to function in a team environment.
* Ability to motivate self.
* Ability to effectively manage time and meet deadlines.
* Proficient in general computer-based programs e.g. Microsoft Word and Excel.

**Position Standards:**

* Associate degree or a minimum five years experience in a business office setting.
* Knowledge of governmental accounting, auditing and budget development

**Continuing Education Requirements:**

* Attendance at a minimum of one quarterly district training meeting per year sponsored by the Wisconsin Municipal Clerk’s Assn.
* Annual attendance at tax collection training conducted by the Dane Co. Treasurer’s office
* Bi-annual recertification for Board of Review
* Bi-annual recertification for training and supervision of municipal elections
* Bi-annual attendance at Civic System Symposium