

Village of Ephraim Position Description
--

Date of Issue/Revision: 12/31/2014

Department: General

Title: Clerk

Status: Full Time - Hourly

Accountable to: Village Board

Function: Fulfill all duties of Village Clerk per Wisc. State Statutes

Job Duties

1. Legally responsible for minutes of all meetings of the Village--
minute-taking, dissemination, filing
2. Attend meetings of Village Board, act on Board of Review as prescribed by law
3. Keep full and complete records of Village finances, showing receipts, dates, amounts
and sources, disbursements with dates, amounts, objects for which paid out
4. Provide all information to Committees for budgeting, recommends
General budgeting figures
5. Make the tax roll and delivers it to the treasurer; makes and transmits to County
Statement of Assessments and all taxes and special assessments to be levied
6. Draw and countersigns all orders on the Village treasury
7. Post/publish and/or mail all notices as required by law
8. Keep and countersign all ordinances, bylaws and resolutions, keeps all Village files
9. Run Village elections, keeps election returns filed, notifies elected or appointed
officials, notifies County/School District re same
10. Perform all other duties required by law or ordinance or direction of the Village
Board.

Minimum Qualifications

1. Knowledge of general office procedures
2. Knowledge of or ability to learn double-entry bookkeeping procedures
3. Organizational skills and ability to keep clear and concise records
4. Good communications skills and the ability to work with others
5. Financial skills as they relate to basic governmental accounting practices, budgeting,
6. Clerical and Computer skills
7. Time flexibility to attend non-business-hour meetings

Education/Training/Experience Required:

1. Experience in office procedures and management
2. Bookkeeping experience desirable
3. Previous municipal experience desirable
4. Accounting degree desirable

**Village of Ephraim
Position Description**

Date of Issue/Revision: 12/31/2014

Department: General

Title: Treasurer

Status: Part of full time Clerk Position

Accountable to: Village Board

Function: Perform Village Treasurer duties as per Wisc. State Statute

Job Duties

1. Execute and file official bond;
2. Receive all monies and deposit all receipts;
3. Pay money on written orders by Village President and Clerk;
4. Keep just and accurate account of all transactions via simple deposit and disbursement listings;
5. Preserve all vouchers and financial records;
6. Render account and settlement of all official transactions to Village Board;
7. Keep one fund in the treasury except as otherwise directed or provided;
8. Coordinate with County Treasurer re receipt of tax roll monies, distribution of tax settlements
9. Work with Clerk on monthly reconciliation and with Clerk and Village accountants on yearly audits
10. Such other duties regarding Village bonds, loan and loan papers, Village funds as directed by the Board.

Minimum Qualifications

1. Ability to be bonded;
2. Mathematical skills, with a working knowledge of accounting and finances;
3. Ability to work well with the public;
4. Organizational skills.

Education/Training/Experience Required:

1. Previous financial experience with subsequent municipal financial training preferred;
2. In lieu of previous municipal financial experience, attendance at municipal financial training required.