

# VILLAGE OF BROWNSVILLE

## POSITION DESCRIPTION

POSITION: CLERK/TREASURER/UTILITY CLERK

POSITION SUMMARY:

- Maintain records and activities of the Village
- Work directly and indirectly with the general public in a courteous and informative manner.
- Prepare and post agendas of meetings and record proceedings of board meetings.
- Conduct elections in accordance with federal and state laws.
- Responsible for accounting – payroll, accounts payable, cash receipting, village taxes and utility billing
- Responsible for issuing permits, licenses, etc.
- Collects all revenues for village, including taxes, and utility
- Prepare timely reports as required by law.
- Work closely with Village Board, Utility Department, Fire Company and other community groups/citizens

CLERK:

- Prepare and post all board and committee agendas (including Board of Review) and notify board members.
- Prepare board packets and any necessary information.
- Attend and record all meetings, prepare, and publish minutes, keep a permanent record of all meeting agendas and minutes.
- Publish all required Village notices, such as: bids, yard waste, snow removal, weeds, etc.
- Prepare assessment letters as requested for title companies, lawyers, etc. regarding special assessments, delinquent sewer and water or other misc. delinquencies.
- Prepare licensing including alcohol, operators, cigarette, etc. Publish as required and obtain Board approval. Prepare and file all necessary reports as required by the County and State.
- Process all dog licenses in the Village
- File all employee reports in a timely fashion including: Work comp claims, new employee hire and quarterly unemployment reports.
- Maintain personnel files.
- Prepare for work comp insurance audit each Fall.
- Prepare, or cause to be prepared, all Ordinances and Resolutions, and publish after Board approval. Keep permanent record of each.
- Work with Village building inspector to process all permits and fees.
- Help DPW prepare and process annual Miles of Road report to the State.
- All general office responsibilities, including: phone, opening mail, responding to e-mails, fax, filing, office supply orders, all shipments, typing and general clerical duties.
- Maintain and update Village website.
- Quarterly newsletters.
- Any other tasks assigned.

#### TREASURER:

- Prepare tax information for State and County, inform residents of annual taxes, keep accurate records of assessments, real estate taxes and personal property taxes.
- Prepare and file semi-annual tax-exempt property report to the State.
- Prepare all miscellaneous invoices for the Village, such as: lawn mowing, bulk water, etc., requests for records, requests from title companies, etc.
- Prepare regular deposits for Village and all money received into the Village.
- Reconcile all Village bank accounts, including LGIP.
- Prepare Accounts Payable for Village.
- Prepare Payroll for Village, and Library employees. Collect data, maintain records, process, and distribute checks and prepare all necessary tax reports on a timely basis.
- Prepare and timely file all Quarterly Fed and State reports
- Prepare and timely file all W2's and year end reports to Fed, State and IRS.
- Keep track of all Village debt, meet loan requirements, process payments and balance accounts.
- Assist auditors when preparing annual audit.
- Prepare monthly reports for the Board on expenditures and revenues.
- Help to prepare an annual budget with the Board and department heads.
- File state recycling application in October and recycling costs report in May.

#### UTILITY CLERK:

- Process/enter all S & W meter readings.
- Prepare all billings for Sewer & Water Dept.
- Keep all Sewer & Water accounts up-to-date and accurate, process Move In/Outs and communicate with landlords in rental situations.
- Prepare tax roll process in October, post to tax accounts in November.
- Prepare regular deposits for the Utility Service.
- Prepare Accounts Payable for Utility Service.

#### ELECTIONS:

- Prepare all notices for elections
- Set work hours for poll workers
- Train all poll workers and record hours
- Set up and supervise Election Day Operations
- Files reports with County and State
- Return results to County
- Maintain and test voting machine
- Assure security for voting machines and all election processes
- Maintain all election certifications as required by law
- Maintain records for certifications of poll workers
- Obtain all voter registrations and keep voter files up-do-date

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate well with the general public orally and in written form, and with fellow workers and board members.
- Ability to work through minor problems with computer hardware and software.
- Must have knowledge of accounting fundamentals.
- Must be able to operate a computer, calculator, fax machine, copier fluently.
- Must have the ability to understand State Statutes.
- Ability to prepare and maintain accurate records with deadlines attached.
- Must have exceptional time management skills.
- Must be able to work independently, and accurately.
- Must be highly organized and have exceptional attention to detail.
- Must be fluent with MS Word, Excel, Outlook and able to learn Work Horse Software