

CLERK/TREASURER JOB DESCRIPTION-VILLAGE OF COCHRANE

POSITION SUMMARY

Performs administrative, clerical and financial duties for the smooth operation of village business. Prepares all documents, reports, agendas, minutes, bills and correspondence to the proper authorities. Processes accounts receivable and payable. Generates and sends quarterly utility bills. Processes property tax payments and reports. Works under the general supervision of the village board and under direct supervision of the village president.

DUTIES & RESPONSIBILITIES

- Prepare annual budget and meet with the board to finalize calculations, meet with department heads to gather needed budget figures
- Post/Publish all meeting notices within the required timelines
- Board meetings: prepare/post the agenda, final draft of minutes from the previous meeting for approval, financial statements and reports, invoices & checks for payment approval, copies of other needed documents for the board to review
- Village Financials: accurately and timely process all account receivables and payables, reconcile bank accounts, make bank deposits, file and organize all financial documents. Complete and file all DOR reports by the due dates. Develop and monitor annual village budget and communicate transparently to the board. Monitor and communicate cashflow of financial health.
- Conduct Board of Review and file the necessary paperwork for each case, complete the required certification to conduct Board of Review
- Know and follow WI Statutes and village ordinance
- Conduct all elections and train election workers. Submit balanced results to the county & school district, give proper notice of all elections
- Professionally and politely address the public with respect at all times.
- Accurately bill, process and post payments and run the required report for utility billing
- Issue dog licenses, process payments and report to county
- Issue annual liquor licenses and maintain accurate files
- Supply auditor with all requested reports and documents
- Purchases office supplies as needed
- Process payroll and submit federal, state and retirement reports timely
- Keep the website current
- Prepare ordinances and resolutions when necessary
- Sends property tax bills, processes payments, cuts checks to county and school districts. Creates and sends the required reports to the DOR.

QUALIFICATIONS

- A degree in accounting, business, or public administration or relatable experience preferred.
- Effective writing, listening and verbal communication skills
- Ability to prioritize work tasks
- Able to work independently/self-motivator
- Must be highly organized