



JOB DESCRIPTION

Position	Finance Director / Treasurer	Department	General Government – City Hall
FLSA Status	Exempt	Status	Full-Time
Reports To	City Administrator	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of the position is to provide a variety of routine and complex supervisory, professional, administrative, technical accounting, and finance functions in maintaining the fiscal records and systems of the City in the administration of the City government. The purpose is to also work efficiently in a government office that is fast paced and where projects and priorities change often and quickly.

POSITION ACCOUNTABILITY:

The Finance Director / Treasurer works for the citizens of Milton and is appointed by the Mayor subject to Common Council approval. S/he works for the Mayor and the Common Council. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator, who may consult with the Mayor and Common Council as necessary to provide the employee direction.

SUPERVISION EXERCISED:

Exercises primary supervision over the full-time Utility Billing Clerk, part-time Accounting Clerk, full-time Public Works / City Hall Administrative Assistant when working at City Hall, and part-time Youth Apprentice and provides direction to other staff as requested.

MAJOR DUTIES AND RESPONSIBILITIES:

The Finance Director / Treasurer shall be responsible for performing those duties required by Sec. 62.09 (9) and other applicable sections of the Wisconsin State Statutes and as required by the City of Milton Municipal Code. Major duties and responsibilities may include, but are not limited to, the following:

FINANCE DIRECTOR / TREASURER DIVISION

1. Payroll Function
 - a. Direct staff and oversee payroll processing and distribution, and record management and reporting.
 - b. Backup for payroll processing, including calculating time sheets, entering timesheets into the Payroll module, and creating reports and checks.
 - c. May be required to assist with submitting quarterly withholding reports.
2. Accounts Payable
 - a. Coordinate the Accounts Payable process among City Hall staff and the Department Directors.
 - b. Gather all bills to be paid from Department Directors and code them to the appropriate accounts.
3. Accounts Receivable

- a. Coordinate the Accounts Receivable process among City Hall staff and the Department Directors.
 - b. Track all monies that are to be collected by the City of Milton and send information about uncollected funds to a designated collection agency.
4. Property Tax Administration and Collection
- a. Review of equalized value reports and T.I.D. increment values as reported by the State, prepare Tax Increment Worksheet based on City's tax levy and tax levy certifications as received from other taxing jurisdictions.
 - b. Prepare County Tax Settlements and reconcile with County Treasurer on or before January 15th, February 20th, April 15th, and August 15th.
 - c. Submit tax roll information to county for preparation of tax bills on or before September 15th. Verify and balance tax roll after processing by county prior to mailing tax bills.
 - d. Monitor delinquent personal property taxes. Chargeback of uncollected delinquent personal property taxes to other taxing jurisdictions by February 15th of the year following the delinquency. Turn over uncollected personal property taxes to City Attorney for legal action.
 - e. Gather data on delinquent utility bills, special assessment, and special charges to be certified by November 15th of every year for tax bills. Monitor the collection and administration of special assessments. Certify delinquent utility bills, special assessments, and special charges to be placed on tax bills.
 - f. Assists independent auditors with the annual audit by preparing various work papers and schedules.
 - g. Direct weekly processing of purchase orders and accounts payable.
 - h. Monitor reconciliation of cash drawer and reconcile receipts ledger daily. Update the accounting program of daily activity.
 - i. Serve as the purchasing supervisor for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Common Council and any limitation contained in the Wisconsin State Statutes.
 - j. Review Statement of Assessment and compare to City's assessment records and transmit statement to the Department of Revenue (DOR). Review equalized value reports and T.I.D. increment values as reported by the State.
5. Maintain the Accounting System for City entities
- a. Review, analyze, and balance all accounts on a monthly basis.
 - b. Prepare journal entries as appropriate.
 - c. Prepare monthly internal financial statements and variance reports on a cash basis.
 - d. Guides and instructs departments in proper accounting procedures.
 - e. Review Accounts Receivable, Accounts Payable, and Utility Billing accounts for accuracy.
 - f. Performs monthly Bank Reconciliation.
 - g. Prepares Personnel & Finance Committee vouchers payable report for third Tuesday of each month.
 - h. Complete Treasurer's Report by the Wednesday prior to the third Tuesday of the month for the Personnel & Finance Committee meeting.
 - i. Maintains Capital Projects data including updating spreadsheets.
 - j. Review accounts receivable aging report monthly and follow-up as necessary.
 - k. Verify that all payroll accounts in general ledger are balanced. Review preparation of payroll journal entries.
 - l. Annual reconciliation of State and Federal quarterly reporting. Ensure that all withholding taxes are paid according to Federal and State regulations.
 - m. Verify property tax accounts in general ledger are reconciled including special assessments. Review and/or prepare applicable journal entries.
 - n. Update and maintain Fixed Asset records.
6. Budget and Analysis Services

- a. Be responsible for coordinating the process by which the City's budget and service plan is developed, including all official notices required, of the annual City budget and City budget proceedings, in accordance with guidelines as may be provided by the Mayor and Common Council and in coordination with Department Directors and pursuant to State Statutes.
 - b. Distribute department blank budget worksheets and instructions.
 - c. Assists in preparation of revenue estimates for budget. Review fee amounts annually and recommend adjustments as needed.
 - d. Assist in preparation of the annual budgets for property assessment, general accounting, treasurer, payroll accounting, and risk management.
 - e. Review preparation of salary and benefit estimates for budget, and ensure all positions are included in estimates.
 - f. Compile department budget requests.
 - g. Analyze financial limits and make appropriate financial recommendations to the Common Council.
 - h. Assists with identification and application of strategic initiatives of the City to the budget process.
 - i. Supervise the compilation and distribution of the final adopted budgets.
 - j. Provide budget management and financial analysis support to departments regularly.
 - k. Prepare financial proformas or projections, when requested, for any City department.
 - l. Report regularly to the Common Council on the current fiscal position of the City.
 - m. Administer the budget as adopted by the Common Council.
7. Utility Billing Function
- a. Review utility billing adjustments performed by the Utility Billing Clerk.
 - b. Review leak credits performed by Utility Billing Clerk.
 - c. Approve check refunds of utility credits.
 - d. Receive notification of NSF payments for utility bills and direct Utility Billing Clerk through the process.
 - e. Serve as backup for Utility Billing Clerk for billing, specialized collection procedures, customer maintenance, reporting, cycle/month end, Cross Connection Control Program, and Mass Unit Manager (M.U.M.).
 - f. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
 - g. Issue outside water meters to utility customers.
8. Joint Fire Department Accounting Function
- 1. Serve as backup for the Administrative Assistant (City Hall) for Joint Fire Department Payroll and Accounts Payable processing.
 - 2. Review Joint Fire Department Payroll after it is entered into the Payroll module for the Joint Fire Department.
9. Daily Deposits
- a. Maintains all reports and documentation related to the daily deposits.
 - b. Gathers deposits from front counter staff, and complete the bank deposit slip.
 - c. Provides smaller bills for the front counter cash drawers if necessary.
 - d. Takes the deposit or assigns a designee to take the deposit to the bank on a regular basis. Coordinate taking the deposit with the Milton Police Department if the deposit amount warrants such action.
 - e. Update Payments, General Ledger, and Create Allocations in the accounting system.

CLERK DIVISION

- 1. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
- 2. Assist at elections as directed by the City Clerk / Deputy Treasurer.

3. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process

ADMINISTRATIVE SERVICES DIVISION

1. Serve as a member of the union negotiation team and assist in the preparation and analysis of data for collective bargaining.

GENERAL

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; and trains, motivates and evaluates assigned staff, reviews progress, and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.
3. Determines work procedures, oversees work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
4. Performs general management duties for the City Administrator, in his/her absence or as assigned.
5. Serves on various employee and other committees as assigned.
6. Provide counter and phone help as necessary.
7. Respond to public inquiries either by phone or in person and assist in providing information on the utilities and general city business including, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and Department of Public Works services.
8. Receipt animal licenses, utility bills, and any other Accounts Receivable for the City.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree in Accounting, Finance, or related field; Masters Degree in Accounting, Finance, Public Administration or closely related field strongly preferred.
2. Minimum of two (2) years experience in public accounting.
3. Supervisory experience preferred.
4. Excellent public relations skills and ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
5. Knowledge of modern governmental accounting theory, principles, and practices and a general understanding of municipal government practices.
6. Knowledge of public finance and fiscal planning.
7. Knowledge of payroll and accounts payable functions.
8. Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB.
9. Ability to prepare and analyze complex financial reports.
10. Ability to maintain efficient and effective financial systems and procedures.
11. Ability to establish and maintain effective working relationships with co-workers and other contacts, and plan, organize, and supervise clerical and administrative staff.
12. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
13. Working knowledge of the principles and practices of modern public administration.
14. Extensive knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure.
15. Experience and proficiency in governmental accounting.
16. Ability to manage and handle cash and check payments in an accurate manner, and ability to use cash register.

17. Ability to use sound judgment when screening and referring inquiries by phone or in person.
18. Ability to perform duties with considerable independent judgment and initiative under limited supervision.
19. Regular evening work to accommodate City meetings and other events and possible weekend work required depending on time of year and priorities of the department.
20. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
21. Ability to work well with City officials, residents, other members of City staff, nonprofit organizations in the community, and members of the public who come in contact with City staff.
22. Ability to interact well with others, including co-workers and customers, is necessary.
23. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
24. Ability to use sound judgment when screening and referring inquiries by phone or in person.
25. Ability to effectively and efficiently schedule and organize work.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Must have valid Wisconsin Driver's License, or ability to obtain one.
3. Must obtain notary public certification within six (6) months of employment.
4. Incumbent must obtain "Certified Municipal Treasurer" designation or a Council approved educational equivalent within 3 years of employment

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.