

VILLAGE OF MONTFORT

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 Department 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, work with the police officer on complaints and the Fall dog listing required by the State. Reconcile dog accounts with Iowa and Grant County in the Spring and Fall of each year.
- 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 Spring.
- 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.
- Process all requests for road closures, annexations, etc. Work closely with Village attorney, Plan Commission and the board to complete such processes.
- Coordinate with summer recreation employees for schedules, keys and park needs.
- Coordinate with auditor and insurance representative to keep Village asset lists up-to-date.

- 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 keep up-to-date all Village calendars/community events, including: Rental of community building.
- Maintain and update Village website.
- 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 monthly all Village bank accounts, including LGIP.
- Prepare Accounts Payable for Village. Process after Board approval.
- Prepare payroll for Village, Board and Summer Pool 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.
- Keep track of all recycling costs and reports from Town & Country Sanitation, and then file state recycling application in October and recycling costs report in May.
- Report and file all required TID reports, including annual DOR report and meeting with the JRB.

UTILITY CLERK:

- Process/enter all S & W meter readings on UBMAX software.
- 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. Process after Board approval.
- Prepare payroll for Utility. Collect data, maintain records, process and distribute checks and prepare all necessary tax reports on a timely basis.
- Help to prepare a Sewer and Water annual budget with the Public Works Director and the board.

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 Iowa and Grant County and State
- Return results to Iowa and Grant County
- Maintain and test ICE 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-to-date
- Maintain voting records and forward all new registrations, changes in registration, all absentee voting applications to Iowa and Grant County for processing in Wis-Vote. `

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 QuickBooks Software

REVISED: September, 2019