

APPOINTED TOWN TREASURER POSITION

Education and Experience:

Graduation from high school required; higher education preferred. Experience in an administrative office, preferably in a public agency or an equivalent experience sufficient to successfully perform the essential duties of the job as listed below.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting, use standard office equipment, and to attend meetings at various sites within and away from the Town; strength to lift and carry materials weighing up to 20 pounds; adequate vision to read printed materials and a computer screen; and adequate hearing and speech to communicate in person and over the telephone.

Desired Knowledge of, or the ability to quickly learn:

- Functions, authority, responsibilities and limitations of an elected Town Board and appointed town officials;
- Functions, services and funding sources of a municipal government;
- Records maintenance practices and procedures;
- Basic accounting principles;
- Computer applications related to the work, experience working in Excel a must;
- Applicable federal and state laws, codes, ordinances and regulations;
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations;

- Preparing financial reports;
- Maintain up-to-date financial records;
- Ability to collaborate with co-workers, town officials, and the general public using effective interpersonal communication skills with a variety of people;
- Be a self-motivated independent worker who can multi-task and prioritize work that needs to be completed.

Key Duties:

- Receive and prepare numbered receipts for all town revenue.
- Deposit all monies in town's depository as soon as practicable.
- Prepare financial reports on a monthly basis for presentation at the monthly Town Board meeting.
- Receive and review monthly bank statements and reconcile with Town accounts.
- Mail real estate and personal property tax bills.
- Coordinate with county to mail recycling information with tax bills.
- Collect all real estate and personal property taxes, special assessments, special charges, etc.

- Prepare tax receipts, and balance daily collections and deposit funds in Town's depository.
- Issue dog licenses and maintain records of all dogs housed in the Town.
- Disburse dog license fees to Winnebago County and Town of Omro.
- Reconcile tax Settlements in January, February and August, and disburse checks to the various taxing jurisdictions.
- Assist in the preparation of annual budget.
- Issue burning permits to town residents upon receipt of application and applicable fee.
- Prepare title searches upon request by title companies.
- Support the annual audit by preparing and providing any/all requested materials, and be available to answer questions.
- Attend monthly Town Board meetings.
- Keep organized the Town's official financial records; maintain and/or destroy records in accordance with the Wisconsin Municipal Records Schedule.
- Check messages and emails regularly and respond to all inquiries in a timely manner.
- Perform reasonable additional duties as requested by the Town Board.
- Comply with Wisconsin State Statute 60.34 -Duties of Town Treasurer.

Position available until filled. First review of applications will take place April 17, 2023.

Please submit application materials to:

Town of Omro

Attn: Town Clerk

4205 Rivermoor Road

Omro, WI 54963

or email to clerk@townofomro.gov